

Cyngor CLILC

26ain Cyfarfod Cyffredinol Blynnyddol

Dydd Gwener 25 Mehefin 2021



09:00 Cyfarfod Grwp Gwleidyddol

10:00 Cyfarfod Arweinwyr Grwpiau Gwleidyddol

10:15 Y Gwir Anrh Mark Drakeford AS, Prif Weinidog Cymru

10:45 Rebecca Evans AS, Y Gweinidog Cyllid a Llywodraeth Leol

11:00 CYNGOR CLILC CYFARFOD CYFFREDINOL BLYNYDDOL

AGENDA

1. Croeso gan Brif Weithredwr CLILC
2. Ethol Swyddog Llywyddu a Dirprwy Swyddogion Llywyddu
3. Aelodaeth a Chydbwysedd Gwleidyddol y Cyngor
4. Penodi'r Bwrdd Gweithredol
5. Cydnabod yr Arweinydd
6. Penodi Dirprwy Arweinydd a Llefarwyr
7. Penodi Is-Bwylgor Rheoli
8. Penodi Cadeirydd ac Aelodau'r Pwyllgor Archwilio
9. Enwebiadau i'r Cyngor Partneriaeth
10. Enwebiadau i'r Is-grŵp Cyllid
11. Penodiadau i Fwrdd Data Cymru
12. Cynrychiolaeth CLILC ar Gyrff Allanol
13. Adroddiad Blynnyddol CLILC 2020-2021
14. Cynllun Busnes CLILC 2021-2022
15. Adroddiad Blynnyddol Pwyllgor Archwilio CLILC 2020-2021
16. Adroddiad Blynnyddol ar Safonau'r Iaith Gymraeg 2019-20
17. Cynllun Lwfansau Aelodau CLILC
18. Rhestr o Gyfarfodydd Gwleidyddol

CYFARFOD BUSNES

19. Cofnodion Cyfarfodydd CLILC

13.00 Diwedd

WLGA COUNCIL

26th Annual General Meeting

Friday 25th June 2021
09:00 to 13:00



09:00 Political Group Meetings

10:00 Political Group Leaders Meeting

10:15 Rt Hon Mark Drakeford MS, First Minister of Wales

10:45 Rebecca Evans MS, Minister for Finance and Local Government

11:00 WLGA 26th ANNUAL GENERAL MEETING

AGENDA

- 1. Welcome from the Chief Executive of the WLGA**
- 2. Election of Presiding Officer and Deputy Presiding Officers**
- 3. Membership and Political Balance of the Council**
- 4. Appointment of the Executive Board**
- 5. Recognition of Leader**
- 6. Appointment of Deputy Leader and Spokespersons**
- 7. Appointment of Management Sub-Committee**
- 8. Appointment of the Chair and Members of the Audit Committee**
- 9. Nominations to the Partnership Council**
- 10. Nominations to the Finance Sub-Group**
- 11. Appointments to the Board of Data Cymru**
- 12. Appointments to Outside Bodies**
- 13. WLGA Annual Report 2020-21**
- 14. WLGA Business Plan 2021-22**
- 15. Annual Report of the WLGA Audit Committee 2020-21**
- 16. WLGA Welsh Language Standards Annual Report 2019-20**
- 17. WLGA Members' Allowances Scheme**
- 18. Schedule of Political Meetings**

BUSINESS MEETING

19. Minutes of WLGA Meetings

13.00 END

ELECTION OF PRESIDING OFFICER AND DEPUTY PRESIDING OFFICERS 2021-22**Purpose**

1. To invite the WLGA Council to elect a Presiding Officer and Deputy Presiding Officers for the Council term 2021-22.

Background

2. Section 10 of the WLGA Constitution¹ provides for the appointment of Office Holders:

10.1 The Council shall, at each Annual General Meeting of the Association, appoint from among those have been appointed to the Executive Board a Presiding Officer. Council shall also appoint a number of Deputy Presiding Officers as it considers appropriate from the membership of the Council, in order to reflect the political groupings within the Association.

3. Members may wish to note that for the council term 2020-21, the office holders were:

- **Presiding Officer**

Councillor Huw David, Bridgend (Labour)

- **Deputy Presiding Officers**

Councillor Jane Mudd, Newport (Labour Group)

Councillor Dyfrig Siencyn, Gwynedd (Plaid Cymru Group)

Councillor Ray Quant MBE, Ceredigion (Independent Group)

Councillor Sam Rowlands, Conwy (Conservative Group)

4. There is a vacancy for a Deputy Presiding Officer from the WLGA Conservative Group following the election of Cllr Sam Rowlands to the Senedd in May.

Recommendations

5. **The Council elects a Presiding Officer and Deputy Presiding Officers (one from each political group) to serve for the WLGA Council term 2021-2022.**

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¹ <http://wlga.wales/wlga-constitution>

WLGA COUNCIL MEMBERSHIP AND POLITICAL BALANCE 2021 - 2022**Purpose**

1. This report sets out the membership and political balance of the Association's Council for the 2021-2022 Council year based on the nominations received from the local authorities in full membership of the WLGA.

Background

2. Whilst the WLGA is not a statutory body, the Association is nevertheless guided by the relevant legislation deriving from Section 15 of the Local Government and Housing Act 1989 and the Local Government (Committees and Political Groups) Regulations 1990.
3. The procedure for determination of the political management of the Association follows from the formation of the Council and derives from the Constitution of the WLGA. The key provisions are that a local authority in full membership is entitled to appoint one member of the Council for each 50,000 population (or part thereof).
4. The period of office for members shall commence with effect from the Annual General Meeting and shall end immediately before the next Annual Meeting subject to the provision that those individuals shall cease to be eligible for membership of the Council if they cease to hold office as a member of the local authority which nominated them, the nominating authority ceases to be in membership of the Association, or their nomination to serve on the Council has been withdrawn in writing by their authority.

Membership

5. From the information provided to date by the local authorities in membership of the WLGA, the political balance of the WLGA Council is as set out below (awaiting confirmation of nominee to Council from Caerphilly but we understand it will be a Labour member):

Breakdown of Political Balance of WLGA Council as of June 2021:

	Number of seats	Percentage (%)
Conservative	4	6%
Independent	20	28%
Labour	39	55%
Plaid Cymru	8	11%
Total	71	100

6. The Membership of Council, which has a total of 71 Members (subject to all nominations being received in line with paragraph 3 above) is set out in **Appendix 1** to this report and the Annexes thereto.

Voting at Council

7. Each member of the Council appointed by a local authority in full membership shall be entitled to one vote to be cast at the Council of the Welsh Local Government Association.
8. A local authority shall have the facility to vest all the votes of its appointed members of the Council with one of its appointed members (*en bloc*), or these can be exercised individually.
9. A member of the Council may nominate another councillor to attend on his or her behalf and exercise his or her vote(s), provided written notice is given to the Chief Executive by the constituent authority.
10. This substitute must be another elected member of the same authority, and a member of the same political group as the member being substituted for.
11. The local authorities in full membership have indicated that their representatives will express their votes as set out in **Appendix 2**.

Recommendations

12. Members are asked:

- 12.1 To note the political balance of the WLGA Council;**
- 12.2 To note the membership of the WLGA Council;**
- 12.3 To note the manner in which local authorities in full membership will express their votes through their nominated representatives;**
- 12.4 To have regard to the information provided in this report and annexes there to in setting out the broad framework for the allocation of places to committees, working groups and outside bodies.**

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The Membership of the WLGA Council

Annex A

**Council Members
listed by nominating local authority**

Annex B

**Council Members
listed alphabetically in order by surname**

Annex C

**Council Members
listed by reference to Political Groups**

ANNEX A

Council Members Listed by Nominating Local Authority

BLAENAU GWENT COUNTY BOROUGH COUNCIL



Leader

Cllr Nigel Daniels
Independent



Cllr Dai Davies
Independent

BRIDGEND COUNTY BOROUGH COUNCIL



Leader

Cllr Huw David
Labour



Cllr Hywel Williams
Labour



Cllr Cheryl Green
Independent Alliance
representative

*Party: Liberal Democrat

CAERPHILLY COUNTY BOROUGH COUNCIL



Leader

Cllr Philippa Marsden
Labour



Cllr Nigel George
Labour



Cllr Eluned Stenner
Labour

TBC

CARDIFF COUNCIL

Leader



Cllr Huw Thomas
Labour



Cllr Peter Bradbury
Labour



Cllr Susan Elsmore
Labour



Cllr Russell Goodway
Labour



Cllr Sarah Merry
Labour



Cllr Michael Michael
Labour



Councillor Lynda Thorne
Labour



Cllr Christopher Weaver
Labour

CARMARTHENSHIRE COUNTY COUNCIL

Leader



Cllr Emlyn Dole
Plaid Cymru



Cllr Linda Evans
Plaid Cymru



Cllr Mair Stephens
Independent



Cllr David M Jenkins
Plaid Cymru

CEREDIGION COUNTY COUNCIL



Leader

Cllr Ellen ap Gwynn
Plaid Cymru



Cllr Ray Quant MBE
Independent

CONWY COUNTY BOROUGH COUNCIL



Leader

Cllr Charlie McCoubrey
Independent



Cllr Goronwy
Edwards
Independent



Cllr Nigel Smith
Independent

DENBIGHSHIRE COUNTY COUNCIL



Leader

Cllr Hugh Evans OBE
Independent



Cllr Julian Thompson-Hill
Conservative

FLINTSHIRE COUNTY COUNCIL



Leader

Cllr Ian Roberts
Labour



Cllr Christine Jones
Labour



Cllr Michelle Perfect
Labour



Cllr Billy Mullin
Labour

GWYNEDD COUNCIL

Leader



Cllr Dyfrig L Siencyn
Plaid Cymru



Cllr Dafydd Meurig
Plaid Cymru



Cllr Gareth Thomas
Plaid Cymru

ISLE OF ANGLESEY COUNTY COUNCIL



Leader

Cllr Llinos Medi
Plaid Cymru



Cllr Ieuan Williams
Independent

MERTHYR TYDFIL COUNTY BOROUGH COUNCIL

Leader



Cllr Lisa Mytton
Independent



Cllr Chris Davies
Independent

MONMOUTHSHIRE COUNTY COUNCIL

Leader



Cllr Richard John
Conservative



Cllr Sara Jones
Conservative

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

Leader



Cllr Edward Latham
Labour



Cllr Leanne Jones
Labour



Cllr Carol Clement-
Williams
Labour

NEWPORT CITY COUNCIL



Leader

Cllr Jane Mudd
Labour



Cllr Roger Jeavons
Labour



Cllr Mark Spencer
Labour

PEMBROKESHIRE COUNTY COUNCIL



Leader

Cllr David Simpson
Independent



Cllr Paul Miller
Labour



Cllr Neil Prior
Independent

POWYS COUNTY COUNCIL



Leader

Cllr Rosemarie Harris
Independent



Cllr Aled Davies
Conservative



Cllr Rachel Powell
Independent

RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL



Leader

Cllr Andrew Morgan
Labour



Cllr Robert Bevan
Labour



Cllr Christina Leyshon
Labour



Cllr Rhys Lewis
Labour



Cllr Maureen Webber
Labour

CITY & COUNTY OF SWANSEA



Leader

Cllr Rob Stewart
Labour



Cllr Andrea Lewis
Labour



Cllr David Hopkins
Labour



Cllr Louise Gibbard
Labour



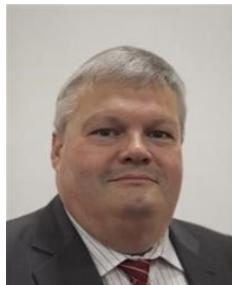
Cllr Mark Thomas
Labour

TORFAEN COUNTY BOROUGH COUNCIL



Leader

Cllr Anthony Hunt
Labour



Cllr Richard Clark
Labour

VALE OF GLAMORGAN COUNCIL



Leader

Cllr Neil Moore
Labour



Cllr Lis Burnett
Labour



Cllr Ben Gray
Independent

WREXHAM COUNTY BOROUGH COUNCIL



Leader

Cllr Mark Prichard
Independent



Cllr T Alan Edwards
Independent



Cllr David A Bithell
Independent

ANNEX B

WLGA Council Members

(Listed in alphabetical order by surname)

ap GWYNN Councillor Ellen	Ceredigion County Council
BEVAN Councillor Robert	Rhondda Cynon Taf County Borough Council
BITHELL Councillor David A	Wrexham County Borough Council
BRADBURY Councillor Peter	City of Cardiff Council
BURNETT Councillor Lis	Vale of Glamorgan Council
CLARK Councillor Richard	Torfaen County Borough Council
CLEMENT-WILLIAMS Councillor Carol	Neath Port Talbot County Borough Council
DANIELS Councillor Nigel	Blaenau Gwent County Borough Council
DAVID Councillor Huw	Bridgend County Borough Council
DAVIES Councillor Dai	Blaenau Gwent County Borough Council
DAVIES Councillor Aled	Powys County Council
DAVIES Councillor Chris	Merthyr Tydfil County Borough Council
DOLE Councillor Emlyn	Carmarthenshire County Council
EDWARDS Councillor T Alan	Wrexham County Borough Council
EDWARDS Councillor Goronwy	Conwy County Borough Council
ELSMORE Councillor Susan	City of Cardiff Council
EVANS Councillor Linda	Carmarthenshire County Council
EVANS OBE Councillor Hugh	Denbighshire County Council
GEORGE Councillor Nigel	Caerphilly County Borough Council
GOODWAY Councillor Russell	City of Cardiff Council
GRAY Councillor Ben	Vale of Glamorgan Council
GREEN Councillor Cheryl	Bridgend County Borough Council
HARRIS Councillor Rosemarie	Powys County Council
HUNT Councillor Anthony	Torfaen County Borough Council
JEAVONS Councillor Roger	City of Newport Council
JENKINS Councillor David M	Carmarthenshire County Council
JOHN Councillor Richard	Monmouthshire County Council
JONES Councillor Christine	Flintshire County Council
JONES Councillor Leanne	Neath Port Talbot County Borough Council
JONES Councillor Sara	Monmouthshire County Council
LATHAM Councillor Edward	Neath Port Talbot County Borough Council
LEWIS Councillor Andrea	City and County of Swansea
LEWIS Councillor Rhys	Rhondda Cynon Taf County Borough Council
LEYSHON Councillor Christina	Rhondda Cynon Taf County Borough Council
LLOYD Councillor Clive	City and County of Swansea

McCOUBREY Councillor Charlie	Conwy County Borough Council
MARSDEN Councillor Philippa	Caerphilly County Borough Council
MEDI Councillor Llinos	Isle of Anglesey County Council
MERRY Councillor Sarah	City of Cardiff Council
MEURIG Councillor Dafydd	Gwynedd Council
MICHAEL Councillor Michael	City of Cardiff Council
MILLER Councillor Paul	Pembrokeshire County Council
MOORE Councillor Neil	Vale of Glamorgan Council
MORGAN Councillor Andrew	Rhondda Cynon Taf County Borough Council
MORGAN Councillor Sean	Caerphilly County Borough Council
MUDD Councillor Jane	City of Newport Council
MULLIN Councillor Billy	Flintshire County Council
MYTON Councillor Lisa	Merthyr Tydfil County Borough Council
PERFECT Councillor Michelle	Flintshire County Council
POWELL Councillor Rachel	Powys County Council
PRIOR Councillor Neil	Pembrokeshire County Council
PRITCHARD Councillor Mark	Wrexham County Borough Council
QUANT MBE Councillor Ray	Ceredigion County Council
ROBERTS Councillor Ian	Flintshire County Council
SIENCYN Councillor Dyfrig L	Gwynedd Council
SIMPSON Councillor David	Pembrokeshire County Council
SMITH Councillor Nigel	Conwy County Borough Council
SPENCER Councillor Mark	City of Newport Council
STENNER Councillor Eluned	Caerphilly County Borough Council
STEPHENS Councillor Mair	Carmarthenshire County Council
STEWART Councillor Rob	City and County of Swansea
THOMAS Councillor Gareth	Gwynedd Council
THOMAS Councillor Huw	City of Cardiff Council
THOMAS Councillor Mark	City and County of Swansea
THOMPSON-HILL Councillor Julian	Denbighshire County Council
THORNE Councillor Lynda	City of Cardiff Council
WEAVER Councillor Christopher	City of Cardiff Council
WEBBER Councillor Maureen	Rhondda Cynon Taf County Borough Council
WILLIAMS Councillor Hywel	Bridgend County Borough Council
WILLIAMS Councillor Ieuan	Isle of Anglesey County Council

ANNEX C

Council Members listed by reference to Political Groups



Conservative Group Members

Councillor Aled Davies
Councillor Richard John
Councillor Sara Jones
Councillor Julian Thompson-Hill

Powys County Council
Monmouthshire County Council
Monmouthshire County Council
Denbighshire County Council

Independent Group Members and Representatives

Councillor David A Bithell
Councillor Nigel Daniels
Councillor Chris Davies
Councillor Dai Davies
Councillor Goronwy Edwards
Councillor T Alan Edwards
Councillor Hugh Evans OBE
Councillor Cheryl Green
Councillor Rosemarie Harris
Councillor Charlie McCoubrey
Councillor Lisa Mytton
Councillor Rachel Powell
Councillor Neil Prior
Councillor Mark Pritchard
Councillor Ray Quant MBE
Councillor David Simpson
Councillor Nigel Smith
Councillor Mair Stephens
Councillor Ieuan Williams
Councillor Ben Gray

Wrexham County Borough Council
Blaenau Gwent County Borough Council
Merthyr Tydfil County Borough Council
Blaenau Gwent County Borough Council
Conwy County Borough Council
Wrexham County Borough Council
Denbighshire County Council
Bridgend County Borough Council
Powys County Council
Conwy County Borough Council
Merthyr Tydfil County Borough Council
Powys County Council
Pembrokeshire County Council
Wrexham County Borough Council
Ceredigion County Council
Pembrokeshire County Council
Conwy County Borough Council
Carmarthenshire County Council
Isle of Anglesey County Council
Vale of Glamorgan Council



Labour Group Members

Councillor Robert Bevan
Councillor Peter Bradbury
Councillor Lis Burnett

Rhondda Cynon Taf County Borough Council
Cardiff Council
Vale of Glamorgan Council

Councillor Richard Clark
Councillor Carol Clement-Williams
Councillor Huw David
Councillor Susan Elsmore
Councillor Nigel George
Councillor Louise Gibbard
Councillor Russell Goodway
Councillor David Hopkins
Councillor Anthony Hunt
Councillor Roger Jeavons
Councillor Christine Jones
Councillor Leanne Jones
Councillor Edward Latham
Councillor Andrea Lewis
Councillor Rhys Lewis
Councillor Christina Leyshon
Councillor Philippa Marsden
Councillor Jane Mudd
Councillor Billy Mullin
Councillor Sarah Merry
Councillor Michael Michael
Councillor Paul Miller
Councillor Neil Moore
Councillor Andrew Morgan
Councillor Michelle Perfect
Councillor Ian Roberts
Councillor Mark Spencer
Councillor Eluned Stenner
Councillor Rob Stewart
Councillor Huw Thomas
Councillor Mark Thomas
Councillor Lynda Thorne
Councillor Christopher Weaver
Councillor Maureen Webber
Councillor Hywel Williams

Torfaen County Borough Council
Neath Port Talbot County Borough Council
Bridgend County Borough Council
Cardiff Council
Caerphilly County Borough Council
City and County of Swansea
Cardiff Council
City and County of Swansea
Torfaen County Borough Council
City of Newport Council
Flintshire County Council
Neath Port Talbot County Borough Council
Neath Port Talbot County Borough Council
City and County of Swansea
Rhondda Cynon Taf County Borough Council
Rhondda Cynon Taf County Borough Council
Caerphilly County Borough Council
Newport City Council
Flintshire County Council
Cardiff Council
Cardiff Council
Pembrokeshire County Council
Vale of Glamorgan Council
Rhondda Cynon Taf County Borough Council
Flintshire County Council
Flintshire County Council
City of Newport Council
Caerphilly County Borough Council
City and County of Swansea
Cardiff Council
City and County of Swansea
Cardiff Council
Cardiff Council
Rhondda Cynon Taf County Borough Council
Bridgend County Borough Council



Plaid Cymru Group Members

Councillor Emlyn Dole
Councillor Linda Evans
Councillor Ellen ap Gwynn
Councillor David M Jenkins
Councillor Llinos Medi
Councillor Dafydd Meurig
Councillor Dyfrig L Siencyn
Councillor Gareth Thomas

Carmarthenshire County Council
Carmarthenshire County Council
Ceredigion County Council
Carmarthenshire County Council
Isle of Anglesey County Council
Gwynedd Council
Gwynedd Council
Gwynedd Council

APPENDIX 2

WLGA Council

Voting for 2021-22

Local Authority	WLGA seats	Use of votes
Blaenau Gwent	2	One per person
Bridgend	3	One per person
Caerphilly	4	En bloc
Cardiff	8	En bloc
Carmarthenshire	4	One per person
Ceredigion	2	One per person
Conwy	3	One per person
Denbighshire	2	One per person
Flintshire	4	En bloc
Gwynedd	3	En bloc
Isle of Anglesey	2	One per person
Merthyr Tydfil	2	En bloc
Monmouthshire	2	En bloc
Neath Port Talbot	3	En bloc
Newport	3	En bloc
Pembrokeshire	3	One per person
Powys	3	One per person
Rhondda Cynon Taf	5	En bloc
Swansea	5	En bloc
Torfaen	2	En bloc
Vale of Glamorgan	3	One per person
Wrexham	3	One per person
Total	71	

Total number of seats = 71

APPOINTMENT OF THE WLGA EXECUTIVE BOARD 2021-22**Purpose**

1. This report advises the Council members of the nominations by the Local Authorities in membership of the WLGA to the WLGA Executive Board for the Council term 2021-2022.

Background

2. The constitutional provisions governing the establishment of the WLGA Executive Board and its' membership are detailed in section 9 of the WLGA Constitution¹.
3. For the Council term 2021-2022, the nominations from member local authorities are as follows:

Council	Nominee	Political Affiliation
Blaenau Gwent	Councillor Nigel Daniels	Independent
Bridgend	Councillor Huw David	Labour
Caerphilly	Councillor Philippa Marsden	Labour
Cardiff	Councillor Huw Thomas	Labour
Carmarthenshire	Councillor Emlyn Dole	Plaid Cymru
Ceredigion	Councillor Ellen ap Gwynn	Plaid Cymru
Conwy	Councillor Charlie McCoubrey	Independent
Denbighshire	Councillor Hugh Evans OBE	Independent
Flintshire	Councillor Ian Roberts	Labour
Gwynedd	Councillor Dyfrig Siencyn	Plaid Cymru
Isle of Anglesey	Councillor Llinos Medi	Plaid Cymru
Merthyr Tydfil	Councillor Lisa Mytton	Independent
Monmouthshire	Councillor Richard John	Conservative
Neath Port Talbot	Councillor Edward Latham	Labour
Newport	Councillor Jane Mudd	Labour
Pembrokeshire	Councillor David Simpson	Independent
Powys	Councillor Rosemarie Harris	Independent
Rhondda Cynon Taf	Councillor Andrew Morgan	Labour
Swansea	Councillor Rob Stewart	Labour
Torfaen	Councillor Anthony Hunt	Labour
Vale of Glamorgan	Councillor Neil Moore	Labour
Wrexham	Councillor Mark Prichard	Independent

¹ <http://wlga.wales/wlga-constitution>

4. The Council may appoint further members (from within the membership of the WLGA Council) that may be necessary to ensure that a majority political group has a majority of at least one on the Executive Board.
5. The WLGA seeks to work in consensus wherever possible speaking with one voice and subsuming political considerations in order to achieve a local government view on policy and services.
6. As Associate Members Authorities, the Welsh Fire & Rescue Authorities and the Welsh National Parks Authorities can collectively nominate a single member to the WLGA Executive Board; such representatives have no voting rights and their participation does not impact on the political balance of the Board. These nominations are awaited.
7. The resulting distribution of seats concerning the voting members of the Executive Board is as follows:

	Number of seats	Percentage (%)
Conservative	1	4%
Independent	7	32%
Labour	10	45%
Plaid Cymru	4	19%
Total	22	100%

Recommendations

8. Members are asked:

8.1 To note the membership of Executive Board for the Council term 2021-2022.

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RECOGNITION OF LEADER 2021-2022

Purpose

1. To receive a report from the Chief Executive on the constitutional position in terms of the recognition of the WLGA Leader.

Background

2. In accordance with the WLGA Constitution¹ the Council shall identify a Leader.

3. Section 10 of the WLGA Constitution specifies:

10.2 The leader of the largest political group shall be known as the Leader of the Association and shall have responsibility for promoting the policies of the Association supported, where there is consensus, by other Officer Holders. A political group may comprise an individual party or a coalition.

4. The largest political group in the WLGA is the Labour Group.

5. The Leader of the WLGA Labour Group for 2021-22 is Councillor Andrew Morgan, Leader of Rhondda Cynon Taf County Borough Council.

Recommendation

6. **The Council is invited to acknowledge the Leader of the WLGA Council for the Council term 2021-2022.**

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¹ <http://wlga.wales/wlga-constitution>

APPOINTMENT OF DEPUTY LEADER, SPOKESPERSONS AND DEPUTY SPOKESPERSONS FOR 2021-22**Purpose**

1. To appoint Deputy Leaders, Spokespersons and Deputy Spokespersons to serve for the Council term 2021-2022.

Background

2. Section 10 of the WLGA Constitution¹ empowers the Council to appoint Senior Office Holders and Spokespersons at each Annual General Meeting:

10.3 The Council shall, at each Annual General Meeting of the Association, appoint a Deputy Leader or Deputy Leaders to support the work of the Leader of the Association.

10.4 The Council may appoint Spokespersons and such Deputy Spokespersons as are required with responsibility to promote the policies of the Association in specified policy areas. Spokespersons, on behalf of the Association, may undertake bilateral meetings with Welsh Government Cabinet Secretaries and Ministers, UK Government Ministers, represent the Association at committees of the Senedd or Parliament, chair meetings of cabinet member forums and fulfil the terms of reference of any relevant WLGA Advisory Group or sub-committee.

10.5 The Council will appoint Spokespersons so that the number of spokescpersons appointed from each political group will so far as is possible reflects the political balance of the Council.

10.6 To ensure that a majority group, or coalition, on the Council can express a majority view if required, such majority group, or coalition, shall have the first choice in appointing Spokespersons.

10.7 Spokespersons may convene meetings of leading members and officers from each Member Council, and with relevant professional bodies to exchange information, inform and review Association policy and report to report back to the Association

3. The WLGA has adopted a collective leadership approach which allows representation and engagement with Ministers to be shared. Such an approach has allowed the WLGA to field a consistent, experienced and team of members at key Welsh Government bi-lateral meetings, Partnership Council, Cabinet Members networks, Senedd Committees

¹ <http://wlga.wales/wlga-constitution>

and Inquiries, and meetings with the Secretary of State for Wales and Members of Parliament. The Group Leaders have also met as a cross party forum for opinion and the facilitation of business.

4. The appointment of Deputy Spokespersons provides for responsibilities and workload to be shared and can provide experience at national level and allow succession planning for other WLGA members. Not all Spokespersons roles have previously incorporated deputy roles. Deputy Spokespersons can be appointed from the same or different groups and authorities as the Spokesperson, in order to appoint members with specific expertise, interests or wider geographical coverage where relevant.
5. Although the First Minister has reshuffled his cabinet following the Senedd elections, Group Leaders have agreed that the Spokespersons structures should not require significant revision, but portfolios will be considered as part of a wider review of governance arrangements for the new Association ahead of the new term.
6. There are several vacancies however following the election of some WLGA Council members to the Senedd in May and changes to authorities' members on the WLGA Council. These vacancies are highlighted in Appendix 1. WLGA Group Leaders have agreed that climate change should be reflected in the portfolios and the WLGA Leader's Transport, Environment and Sustainability brief has been renamed Transport, Environment and Climate Change.
7. The current political balance of Spokespersons and Deputies (not including the WLGA nomination to the LGA Executive Advisory Board) is:

	Spokespersons (number & % per Group)	Deputy Spokespersons (number & % per Group)	WLGA Political Balance (%)
Labour	11.5 / 57.5%	7 / 33%	55%
Independent	1.5 / 7.5%	9 / 43%	28%
Plaid Cymru	5 / 25%	4 / 19%	11%
Conservative	1 / 5%	2 / 10%	6%

Recommendations

8. The Council is invited to:

8.1 Confirm the appointment of a Deputy Leader for the Council term 2021-22.

8.2 Agree the members to undertake the roles of Spokespersons and Deputy Spokespersons for the Council term 2021-22.

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WLGA Spokespersons for the last Council Term to June 2021
Vacancies are highlighted in *Blue*

Policy Area	Spokesperson 2020/21	Deputy Spokesperson 2020/21
Community Safety	Acting Cllr Neil Moore (Vale of Glamorgan) - Labour	Cllr Nigel Smith (Conwy) - Independent
Culture, Sport and Tourism	Cllr Huw Thomas (Cardiff) - Labour	Cllr Peter Hughes Griffiths (Carmarthenshire) – Plaid Cymru
Development Control and Planning	Cllr David Jenkins (Carmarthenshire) - Plaid Cymru	Cllr Ben Gray (Vale of Glamorgan) - Independent
Digital and Innovation	<i>Vacancy</i>	Cllr Neil Prior (Pembrokeshire) - Independent
Economic Development, Europe and Energy	Cllr Rob Stewart (Swansea) - Labour	Cllr Paul Miller (Pembrokeshire) - Labour Cllr Rob Bevan (Rhondda Cynon Taf) - Labour Cllr Ellen ap Gwynn (Ceredigion) - Plaid Cymru Cllr Goronwy Edwards (Conwy) - Independent
Education	Cllr Ian Roberts (Flintshire) - Labour	Cllr Ellen ap Gwynn (Ceredigion) Plaid Cymru
Employability and Skills	Cllr Emlyn Dole (Carmarthenshire) - Plaid Cymru	Cllr Julian Thompson Hill (Denbighshire) - Conservative
Equalities and Anti-Poverty	Cllr Susan Elsmore (Cardiff) - Labour <i>in joint role with Vacancy</i>	
Finance and Welfare Reform	Cllr Anthony Hunt (Torfaen) - Labour	Cllr Carol Clement-Williams (Neath Port Talbot) – Labour
Future Generations and Wellbeing	Cllr Llinos Medi (Isle of Anglesey) - Plaid Cymru	Cllr Ray Quant MBE (Ceredigion) - Independent
Health and Social Care	Cllr Huw David (Bridgend) – Labour	Adults Cllr Susan Elsmore (Cardiff) - Labour Children Cllr Llinos Medi (Isle of Anglesey) - Plaid Cymru
Housing	Cllr Andrea Lewis (Swansea) - Labour	Cllr Nigel Smith (Conwy) - Independent
Improvement	Cllr Hugh Evans OBE (Denbighshire) - Independent	Cllr Ray Quant MBE (Ceredigion) – Independent

Mental Health & Wellbeing	Cllr Jane Mudd (Newport) - Labour	VACANCY – Labour Cllr Lisa Mytton (Merthyr) - Independent
Public Health and Regulatory Services	Cllr Dafydd Meurig (Gwynedd) – Plaid Cymru <i>in joint role with</i> Cllr Neil Moore (Vale of Glamorgan) – Labour	
Rural Affairs	Cllr Rosemarie Harris (Powys) - Independent <i>in joint role with</i> Cllr Dyfrig Siencyn (Gwynedd) – Plaid Cymru	Cllr Aled Davies (Powys) - Conservative
Transport, Environment and Climate Change	Cllr Andrew Morgan (Rhondda Cynon Taf) - Labour	Transport infrastructure Cllr Edward Latham (Neath Port Talbot) – Labour Waste Cllr Ray Quant MBE (Ceredigion) – Independent
Welsh Language	Cllr Ellen ap Gwynn (Ceredigion) – Plaid Cymru	
Workforce	Cllr Philippa Marsden (Caerphilly) – Labour	Cllr Maureen Webber (Rhondda Cynon Taf) – Labour
WLGA Representative on LGA Executive Advisory Board	Cllr Rob Stewart (Swansea) – Labour	Substitute – Cllr Neil Prior (Pembrokeshire) - Independent

**APPOINTMENT OF THE WLGA MANAGEMENT SUB-COMMITTEE
2021-2022****Purpose**

1. To determine the membership of the WLGA Management Sub-Committee for the Council period up to the 2022 Annual General Meeting.

Background

2. Section 12 of the WLGA Constitution¹ details the following provisions in relation to the Management Sub-Committee:

12.1 The Council may establish a sub-committee of the Executive Board named the Management Sub-Committee and comprising:

- 12.1.1 the Presiding Officer and Deputy Presiding Officers of the Council;*
- 12.1.2 the Leader and Deputy Leaders of the Association and leader of each accredited political group or coalition;*
- 12.1.3 such additional number of members appointed by the Council as is necessary to ensure that, where a political group has a controlling majority on the Council the controlling political group has a majority of at least one on the Management Sub-Committee.*

12.2 A member of the Management Sub-Committee may nominate another member to attend on his or her behalf and exercise his/her vote, provided notice is given to the Chief Executive before the commencement of the meeting by or on behalf of the Sub-Committee member. Such a substitute must be a Council member from the same political group as the Sub-Committee member who is unable to attend.

12.3 The Presiding Officer shall chair meetings of the Management Sub-Committee or in his/her absence, a Deputy Presiding Officer. Should the Presiding Officer or Deputy Presiding Officer/s be absent for part or the whole of a Management Sub-Committee meeting, the Management Sub-Committee will appoint a chair from its membership to preside over the business of the meeting.

12.4 The Management Sub-Committee shall consider reports from the Chief Executive on the management of the Association. It will also have a deliberative role which can be utilised in the furtherance of Association policy.

¹ <http://wlga.wales/wlga-constitution>

12.5 *The Management Sub-Committee shall have the power to decide how matters on which urgent action is required, including those of a financial, legal or contractual nature which shall normally be dealt with by the Chief Executive, and urgent policy issues. Any such decision shall be reported to the next meeting of the Executive Board or Council, whichever is earlier.*

12.6 *In making its decisions the Management Sub-Committee will seek to find a consensus among its members but in the event of a division of opinion decisions will be taken by a majority on the basis of one vote for each member of the Management Sub-Committee.*

12.7 *In the case of an equality of votes the Chair of the meeting shall have the casting vote in addition to any vote he/she may be entitled to give as a member of the Management Sub-Committee.*

3. It should be noted that in recent years for business that required urgent facilitation, the Group Leaders have also been called together as a forum and whilst not formally recognised in terms of the constitution, the Group Leaders forum has become an additional asset to the political management of the WLGA.

4. For the Council Term 2020-2021, the following members were duly appointed to the WLGA Management Sub-Committee:

Presiding Officer	Councillor Huw David (Labour)
Deputy Presiding Officer	Councillor Sam Rowlands (Conservative)
Deputy Presiding Officer	Councillor Ray Quant MBE (Independent)
Deputy Presiding Officer	Councillor Jane Mudd (Labour)
Deputy Presiding Officer	Councillor Dyfrig Siencyn (Plaid Cymru)
Leader of the WLGA	Councillor Andrew Morgan (Labour)
Deputy Leader of the WLGA	Councillor Rob Stewart (Labour)
Leader of the Independent Group	Councillor Hugh Evans OBE
Leader of the Conservative Group	Councillor Peter Fox OBE
Leader of the Plaid Cymru Group	Councillor Emlyn Dole
Labour Member	Councillor Philippa Marsden
Labour Member	Councillor Huw Thomas
Labour Member	Councillor Ian Roberts

Recommendations

5. **The Council is invited to appoint the Management Sub-Committee for 2021-2022 in line with the provisions set down in the Constitution.**

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APPOINTMENT OF THE CHAIR AND MEMBERS OF THE WLGA AUDIT COMMITTEE 2021-2022**Purpose**

1. To determine the membership of the WLGA Audit Committee for the Council period 2021-2022.

Background

2. Section 11 of the WLGA Constitution¹ details the following provisions with regard to the establishment an Audit Committee which has the overall responsibility for monitoring the integrity of the financial statements of the Association, and for overseeing their internal control and risk management systems. The Audit Committee reports to the Executive Board and its associated organisations or companies, and its responsibilities are to:

- 11.2.1 Review the financial statements prepared for the Association; specifically, to consider whether appropriate accounting policies have been followed and whether there are concerns arising from the financial statements or from the audit that need to be brought to the attention of the Executive Board or Council.*
- 11.2.2 Monitor the processes relating to the management of the Association's overall risks, internal controls and corporate governance arrangements and consider the level of assurance that can be taken from those processes.*
- 11.2.3 Oversee the appointments of the external auditors, commission work from internal and/or external audit as appropriate, monitor the operation of internal and external audit processes for the Association and seek expert advice where necessary to provide independent internal or external assurance on key issues.*
- 11.2.4 Consider issues of probity and conduct and agree action necessary to ensure that the practice for the Association and its associated companies reflects an appropriate ethical framework.*
- 11.2.5 Present an annual report to the Council, detailing the activities of the Committee during the year and an assessment of the adequacy and effectiveness of the internal control framework of the Association.*

¹ <http://wlga.wales/wlga-constitution>

3. The Audit Committee shall comprise at least one member per political group or coalition from within the membership of the Council, and such additional members are Council determines at the Annual General Meeting to ensure a minimum membership of 5 members.
4. The WLGA Leader may not be a member of the Audit Committee, and no more than one member of the Executive Board may be a member of the Audit Committee.
5. The Chair should be a member of a non-majority group or coalition. At its first meeting, and following the WLGA Council Annual General Meeting, the Audit Committee will appoint a Vice Chair. The quorum of the Audit Committee shall be 3 members.
6. Members will note that for the Council term 2020-2021, the following members were appointed to the WLGA Audit Committee:

Chair	Cllr Linda Evans, Carmarthenshire (Plaid Cymru)
Vice-Chair	Cllr Christopher Weaver, Cardiff (Labour)
	Cllr Rosemarie Harris, Powys (Independent)
	Cllr Julian Thompson-Hill, Denbighshire (Conservative)
	Cllr Maureen Webber, Rhondda Cynon Taf (Labour)

7. To ensure meetings take place as scheduled and are quorate, the Committee has requested that Council appoints additional members and/or nominates designated substitutes from each Group to attend should members be absent.

Recommendations

- 8. The Council is invited to appoint the Chair and members and designated substitutes of the WLGA Audit Committee for the WLGA Council term 2021-2022.**

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NOMINATIONS TO THE PARTNERSHIP COUNCIL FOR WALES 2021-22**Purpose**

1. To invite the Council to nominate the members to serve on the Partnership Council for the Council term 2021-22.

Background

2. Section 72 of the Government of Wales Act 2006 requires Welsh Ministers to establish and maintain a body known as the Partnership Council for Wales, this body being intended to promote joint working and co-operation between Welsh Government and local government. This body has long held a strong symbolic value as a means of sustaining central-local relationships and sharing of information.
3. Underneath the Partnership Council, there are also standing and ad hoc sub-groups, notably the Finance Sub-Group, the Local Government Reform Subgroup and a Recovery Subgroup formed during the pandemic, though this group has only met once. As a standing committee, the Finance Sub-Group membership is determined by WLGA Council however membership of ad hoc subgroups (such as the Local Government Reform and Recovery Subgroups) have been agreed via Executive Board.
4. The WLGA's representation of the Partnership Council has previously been the WLGA Leader and the WLGA Presiding Officer and a further seven nominations to reflect the political balance of the WLGA drawn, where possible, on a geographic basis.
5. The National Park Authorities (1 collective representative) and Fire and Rescue Authorities (1 collective representative) also separately nominate representatives to the Partnership Council.
6. Given the significance of the matters under discussion at Partnership Council, the WLGA Council agreed in October that the WLGA should write to the Minister for Housing and Local Government nominating all leaders to be members of the Partnership Council (Appendix 1).
7. The Minister confirmed she was content with this approach until the end of April, but a '...decision concerning membership beyond this period will need to be taken by the administration in power following Senedd elections in May 2021.' (Appendix 2).
8. It is proposed that, subject to WLGA Council views, the WLGA Presiding Officer write to the Minister for Finance and Local Government to confirm that the WLGA wishes to continue to nominate all leaders as members of Partnership Council for the remainder of this term.

9. The Council may wish to nominate members based on the original basis, should the Minister not be in a position to agree to all 22 leaders being members.
10. The WLGA membership of Partnership Council, prior to all leaders being nominated in 2020-21, was:

- Cllr Andrew Morgan, WLGA Leader (Labour)
- Cllr Huw David, WLGA Presiding Officer (Labour)
- Cllr Huw Thomas, Cardiff (Labour)
- Cllr Rob Stewart, Swansea (Labour)
- Cllr Jane Mudd (Labour)
- Cllr Hugh Evans, Denbighshire (Independent)
- Cllr Mair Stephens, Carmarthenshire (Independent)
- Cllr Ellen ap Gwynn, Ceredigion (Plaid Cymru)
- Cllr Sam Rowlands, Conwy (Conservative)

11. The Conservative Group will need to nominate a replacement for Cllr Sam Rowlands who has been elected to the Senedd.

Recommendations

- 12. It is recommended that Council:**

- 12.1 Agrees all leaders be nominated as WLGA Members of Partnership Council; and**
- 12.2 Nominates seven members to be WLGA representatives on Partnership Council (in addition to the Leader and Presiding Officer and in accordance with paragraph 4) and substitute members for each Group, as a reserve option should the Minister not be in a position to agree to membership of all 22 leaders (as per recommendation 12.1).**

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Ein Cyf /Our Ref: 201112/LP
Eich Cyf /Your Ref:
Dyddiad /Date: 12th November 2020
Gofynnwch am/Please ask for: Lee Pitt
Ebost/Email: lee.pitt@wlga.gov.uk

Julie James MS
 Minister for Housing and Local Government
 Welsh Parliament
 Cardiff
 CF99 1SN



Dear Julie,

WLGA Membership of the Partnership Council for Wales

The WLGA held its Annual General Meeting at the end of October where it considered the WLGA nominations to the Partnership Council for Wales 2020-21.

As you may recall, during discussions in the Summer it was suggested that it might be appropriate for all leaders to become members of Partnership Council. This would ensure all leaders could be engaged in matters of mutual interest and the accessibility of modern technology allows more members to attend remote meetings more easily.

The WLGA Council considered this approach at the Annual General Meeting and agreed that I should write to you to formally request that all leaders be invited to become members of Partnership Council for the remainder of 2020-21. The WLGA's current Partnership Council membership of 9 members would continue until you are able to consider this request.

I would also like to take the opportunity to extend Council's recognition of your close and constructive engagement with leaders and support for local government during the recent period, it is much appreciated by all members.

I look forward to hearing from you.

Yours sincerely,

Councillor Huw David
WLGA Presiding Officer

Dr Chris Llewelyn
Prif Weithredwr
Chief Executive

Cymdeithas Llywodraeth
Leol Cymru
Tŷ Llywodraeth Leol
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Croesawn ohebiaeth yn y Gymraeg a'r Saesneg a byddwn yn ymateb i ohebiaeth yn yr un iaith.

Ni fydd defnyddio'r naill iaith na'r llall yn arwain at oedi.

We welcome correspondence in Welsh and English and will respond to correspondence in the same language.
Use of either language will not lead to a delay.



Julie James AS/MS
Y Gweinidog Tai a Llywodraeth Leol
Minister for Housing and Local Government

Eich cyf/Your ref 201112/LP
 Ein cyf/Our ref JJ/02983/20

Llywodraeth Cymru
Welsh Government

Councillor Huw David
 WLGA Presiding Officer

daniel.hurford@wlga.gov.uk

2 December 2020

Dear Councillor David,

Thank you for your letter of 12 November regarding WLGA's membership of Partnership Council for Wales and your formal request for all Local Authority Leaders to become members for the remainder of 2020-21.

I have considered your request and in the spirit of maintaining and building upon the close and constructive engagement which has been established over recent months, I confirm that I am content for all Local Authority Leaders to attend any Partnership Council for Wales meeting planned from now until the end of April 2021. A decision concerning membership beyond this period will need to be taken by the administration in power following Senedd elections in May 2021.

My officials are currently in the process of determining a date for the next meeting, which is likely to be held in March.

In addition, I also plan to extend the membership of the Local Government Sub Group of the Partnership Council for Wales to allow all Leaders to attend these meetings for the remainder of 2020-21, which will provide further opportunities for myself and Leaders to engage on the establishment of Corporate Joint Committees. I anticipate the next meeting of the sub group will take place early in the New Year.

I will write to all existing members of the Partnership Council for Wales to inform them of my decision.

Yours sincerely,

Julie James AS/MS
Y Gweinidog Tai a Llywodraeth Leol
Minister for Housing and Local Government

Canolfan Cyswllt Cyntaf / First Point of Contact Centre:
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Bae Caerdydd • Cardiff Bay
 Caerdydd • Cardiff
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Gohebiaeth.Julie.James@llyw.cymru
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Rydym yn croesawu derbyn gohebiaeth yn Gymraeg. Byddwn yn ateb gohebiaeth a dderbynir yn Gymraeg yn Gymraeg ac ni fydd gohebu yn Gymraeg yn arwain at oedi.

We welcome receiving correspondence in Welsh. Any correspondence received in Welsh will be answered in Welsh and responding in Welsh will not lead to a delay in responding.

NOMINATIONS TO THE FINANCE SUB-GROUP 2021-2022**Purpose**

1. To invite the Council to nominate eight members to serve on the Finance Sub-Group following the invitation from the Minister for Housing and Local Government, Welsh Government.

Background

2. The Finance Sub-Group exists under the Partnership Council. Its purpose is to oversee the various officer-led working groups including the Distribution Sub-Group (DSG) and the Capital Finance & Investment Group (CFIG). The DSG considers refinements to the distribution mechanism; the CFIG considered matters of capital financing.
3. The nominations submitted by the WLGA must reflect the requirements of the terms of reference established by Welsh Government which specify that the nominations include the WLGA Leader and Finance Spokesperson together with six representatives drawn on a regional basis. In terms of equity of representation and previous practice, each of the political groups is represented.
4. As stipulated by Welsh Government, WLGA officials will also sit on the Finance Sub-Group, namely the Chief Executive and the Director of Resources. The Honorary Secretary of the Society of Welsh Treasurers also attends.
5. Members should note that a Police and Crime Commissioner also sits on the Group.
6. For the Council Term 2020-2021, the following members were duly appointed to the WLGA Management Sub-Committee:

Councillor Andrew Morgan, Leader of the WLGA, Rhondda Cynon Taf (Labour)
Councillor Anthony Hunt, WLGA Spokesperson for Finance, Torfaen (Labour)
Councillor Rob Stewart, Deputy Leader of the WLGA, Swansea (Labour)
Councillor Carol Clement-Williams, Deputy Spokesperson for Finance, Neath Port Talbot (Labour)
Councillor Paul Miller, Pembrokeshire (Labour)
Councillor Peter Fox OBE, Monmouthshire (Conservative)
Councillor Mark Pritchard, Wrexham (Independent)
Councillor Dyfrig Siencyn, Gwynedd (Plaid Cymru)

Recommendations

7. Council is therefore invited to nominate the eight members to serve on the Finance Sub-Group for the 2021-22.

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APPOINTMENTS TO THE BOARD OF DATA CYMRU**Purpose**

1. To appoint eight members to serve on the Board of Data Cymru for the period commencing with the Board's Annual General Meeting.

Background

2. In line with the provisions of the Articles of Association of Data Cymru, the WLGA has been asked to appoint eight members of the Company who will also be the non-executive directors of the Data Cymru for the next twelve-month period.
3. In determining the appointment of eight representatives to serve on the Data Cymru Board it will be necessary to reflect the political balance of the Association as determined at the WLGA's Annual General Meeting. Whilst Leaders are encouraged to sit on this Board, it is not essential that they do so, and nominations can be received from the wider local authority membership of the WLGA.
4. The Association's membership of the Data Cymru Board for 2020-2021 was as follows:

Councillor Colin Mann, Caerphilly (Plaid Cymru) - CHAIR
Councillor Geraint Hopkins, Rhondda Cynon Taf (Labour)
Councillor Richard Clark, Torfaen (Labour)
Councillor Jane Mudd, Newport (Labour)
Councillor Neil Prior, Pembrokeshire (Independent) – VICE CHAIR
Councillor Nigel Smith, Conwy (Independent)
Councillor Mair Stephens, Carmarthenshire (Independent)
Councillor Julian Thompson-Hill, Denbighshire (Conservative)

Company Secretary: Dr Chris Llewelyn

Recommendations

5. **It is recommended that eight members be appointed to serve as members of the Data Cymru Board for the forthcoming twelve-month period, commencing with Data Cymru Board's Annual General Meeting.**

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WLGA REPRESENTATION ON OUTSIDE BODIES

Purpose

1. For members to review and endorse the WLGA's representation on Outside Bodies.

Background

2. The WLGA Leadership, Spokespersons and Deputy Spokespersons are the Association's primary interface with a range of external bodies, including the Welsh Government, Welsh Government Sponsored Bodies, the Local Government Association (the LGA), top-sliced bodies and also a range of other public, private and third sector organisations. The members represent the interests of local government as a whole and are supported by the officers of the WLGA. Spokespersons have delegated authority to ratify relevant WLGA consultation responses, policy documents, press releases, and on occasion will undertake media interviews.
3. There are also instances where the WLGA is asked to formally nominate representatives to 'Outside Bodies' and the representation on such bodies is reviewed by the membership on an annual basis. Some of these bodies operate on a task and finish basis, others are continuing or longer term. Again, the role of these representatives is to represent the interests of local government and through sharing members' experience and knowledge to inform and enrich debate and deliberation.
4. Widening the representation on such outside bodies beyond the WLGA Council membership increases the scope for member involvement in the Association, and this approach is widely supported.
5. The list of the members nominated to Outside Bodies is set out in **Annex 1**.

Recommendations

6. Members are asked:

- 6.1 To review and approve, as appropriate, the information provided in Annex 1;**
- 6.2 To endorse the members so nominated for the roles specified.**

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ANNEX 1

WLGA Representation on Outside Bodies 2021-2022



Body:	Positions:	WLGA Representative(s):
POLICY AREA: REGENERATION & SUSTAINABLE DEVELOPMENT		
Wales Biodiversity Partnership	1	Cllr Peter Jones (Swansea) - Lab Cllr Alun Williams (Ceredigion) – PC
POLICY AREA: EUROPEAN & INTERNATIONAL AFFAIRS		
'CLARE' - Congress of Local Authorities and Regions, Congress, Council of Europe	1	Cllr Hazel Evans (Carmarthenshire) - PC
Committee of the Regions Contact Group	1 + Alt	Cllr Rob Stewart (Swansea) - Lab Cllr Anthony Hunt (Torfaen) - Lab
'CEMR' – Council of European Municipalities and Regions	1	Cllr Linda Evans (Carmarthenshire) - PC
All Wales European Structural & Investment Funds 2014-2020 Programme Monitoring Committee	1 + Officer	Cllr Rob Stewart (Swansea) - Lab Cllr Dyfrig Siencyn (Gwynedd) - PC Lowri Gwilym (WLGA)
2014-2020 Ireland Wales Cooperation Programme	2	SWW: Cllr Phil Baker (Pembs) - N/A NWW: Cllr Ronnie Hughes (Conwy) - Lab
POLICY AREA: LIFELONG LEARNING, LEISURE & INFORMATION		
Cambrian Educational Foundation for Deaf Children	1	Cllr Ellen ap Gwynn (Ceredigion) - PC
Cardiff University Court of Governors	5	Cllr Barbara Jones (Caerphilly) - Lab Cllr Mike Powell (RCT) – Lib Dem VACANCY

		VACANCY
Play Wales Board of Trustees	1 + Officer	Cllr Huw David (Bridgend) – Lab Catherine Davies (WLGA)
'WJEC' – Welsh Joint Education Committee	'Gwent' 'Cwm Taf' 'North' 'M&W' C'ff+Vale' 'W'bay'	Nominations TBC Cllr Joy Rosser (RCT) - Lab Cllr Eryl Williams (Denbighshire) - PC Cllr Edward Thomas (Carmarthenshire) Ind Nominations TBC Cllr Alan Lockyer (NPT) - Lab
British Board of Film Classification	1	Cllr Huw Thomas (Cardiff) - Lab
Disability Sport Forum	1	VACANCY
National Eisteddfod Court	4 + Officer	Cllr Arwyn Woolcock (NPT) – Lab Cllr Ellen ap Gwynn (Ceredigion) – PC Cllr Aled Davies (Powys) – Cons VACANCY Dr Chris Llewelyn (WLGA)
National Library of Wales Advisory Board	1 + Officer	Cllr Huw Thomas (Cardiff) - Lab Sharon Davies (WLGA)
Urdd Eisteddfod	Officer	Dr Chris Llewelyn (WLGA)
POLICY AREA: EMPLOYMENT		
Fire National Joint Council (NJC)	1 + Sub + Officer	Cllr Philippa Marsden (Caerphilly) – Lab Cllr Maureen Webber (RCT) - Lab Simon Smith
National Joint Council (NJC) for Brigade Managers of Local Authority Fire and Rescue Services	1 + Sub	Cllr Philippa Marsden (Caerphilly) – Lab Cllr Maureen Webber (RCT) - Lab
Joint National Committee (JNC) for Coroners	1 + Sub	Cllr Philippa Marsden (Caerphilly) – Lab Cllr Maureen Webber (RCT) – Lab

Joint National Committee (JNC) Local Government Services	1 + Sub	Cllr Philippa Marsden (Caerphilly) – Lab Cllr Maureen Webber (RCT) – Lab
Joint National Committee (JNC) for Craftworkers	1 + Sub	Cllr Philippa Marsden (Caerphilly) – Lab Cllr Maureen Webber (RCT) – Lab
'NARE' – National Association of Regional Employments appointed by the Joint Council for Wales	1 + Sub	Cllr Philippa Marsden (Caerphilly) – Lab Cllr Maureen Webber (RCT) - Lab
'CEEP' appointed by the Joint Council for Wales	2	Cllr Philippa Marsden (Caerphilly) – Lab Cllr Maureen Webber (RCT) - Lab
Joint National Committee (JNC) for CEOs	1 + Sub	Cllr Philippa Marsden (Caerphilly) – Lab Cllr Maureen Webber (RCT) - Lab
Joint National Committee (JNC) for Youth & Community Workers	2	Cllr Philippa Marsden (Newport) – Lab Cllr Ellen ap Gwynn (Ceredigion) – PC
'NEOST' - National Employers Organisation for School Teachers	1 + Sub	Cllr Philippa Marsden (Caerphilly) – Lab Cllr Ellen ap Gwynn (Ceredigion) – PC
Soulbury Committee	1 + Sub	Cllr Philippa Marsden (Caerphilly) – Lab Cllr Ellen ap Gwynn (Ceredigion) – PC

POLICY AREA: TRANSPORT

Public Transport Information (PTI) Cymru	1 (sharing)	SW: Cllr Sean Morgan (Caerphilly) - Lab NW: Cllr Philip Evans JP (Conwy) – Ind
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POLICY AREA: CORPORATE

LGA Executive	1 + Sub	Cllr Rob Stewart (Swansea) – Lab Cllr Neil Prior (Pembrokeshire) – Ind *NB Cllr Rosemarie Harris (Powys) is an LGA Independent Group member
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Data Cymru Board	8	<i>See separate report to the WLGA Council Annual General Meeting 25/6/21</i>
Partnership Council for Wales	22	<i>See separate report to the WLGA Council Annual General Meeting 25/6/21</i>
Finance Sub Group	8	<i>See separate report to the WLGA Council Annual General Meeting 25/6/21</i>
POLICY AREA: FINANCE		
Scheme Advisory Board (Local Government Pension Scheme)	1	Cllr Clive Lloyd (Swansea) - Lab
The Local Authorities Mutual Investment Trust (LAMIT) & The Public Sector Deposit Fund (PSDF)	1	Cllr Carol Clement-Williams - Lab

WLGA ANNUAL REPORT 2020-21

Purpose

1. To present the WLGA's Annual Report 2020-21.

Background

2. The WLGA's Annual Report bears testament to a year like no other experienced by local government. The 1st April 2021 also marked the 25th anniversary of the establishment of our 22 unitary authorities and the WLGA.
3. Whilst councils and the WLGA would have ordinarily marked this occasion with some celebration, that would not have been appropriate in the circumstances. At a time when communities and residents across our nation are still suffering due to the pandemic, it has been a time for recognition rather than celebration.
4. The WLGA recognises the vital contribution councils have made to our communities and to our country. The hundreds of thousands of jobs councils have created or saved. The generations and hundreds of thousands of young people councils have educated and trained. The tens of thousands of the most vulnerable in our communities whom councils have cared for or have housed. The communities the length and breadth of Wales councils have regenerated. The several hundred services councils have provided to all in our society, every single day for each of those 25 years.
5. Even more importantly, we recognise and give thanks to local government's greatest asset: its people. Councillors and the many thousands of our committed, hardworking workforce who this year have gone above and beyond the call of duty and have been on the front line of the COVID response.
6. Our councils reprioritised and restructured services and thousands of the workforce were redeployed overnight, many of whom voluntarily changing roles to help the collective response to the pandemic.
7. The government and our communities have turned to us and relied on Wales' local authorities like never before. Without local government's incredible workforce, none of this would have been possible. Our councils are uniquely placed at the heart of our communities. They are the first port of call for the most vulnerable or those in need of support or assurance. In responding to the crisis, they have demonstrated councils' ability to respond irrespective of scale or challenge and reaffirmed the WLGA's stance on the importance of subsidiarity and localism, with elected members and the workforce rooted in local communities.
8. As we reflect on the past 25 years of Welsh local government, we recognise the commitment and leadership of the elected members who have represented, served and supported their communities across Wales and we are proud of and pay tribute to our workforce, for their compassion, dedication, professionalism and public service

particularly during the past 12 months - the most challenging period our communities and country has faced in generations.

Summary – the past 12 months in numbers

9. We have responded to or submitted evidence to 33 Welsh Government consultations, Senedd Committee or Parliamentary Inquiries.
10. We have championed, defended and promoted the cause of local government in the media, **responding to over 250 press enquiries** and **issuing 30 press releases**. We have **gained almost 400 twitter followers** over the past 12 months (with a total Twitter following of 9,995).
11. During the COVID-19 pandemic we have sought to ensure members are informed of the latest development and provided with guidance and our leadership is regularly engaged with Ministers on decision-making:
 - We introduced a COVID-19 e-bulletin circulated to all members, initially on a daily basis but latterly on a weekly basis, providing latest data, information and guidance to councillors. The WLGA also produced a COVID-19 Councillors Guide;
 - Although Covid has meant that many councils have not requested training this year, we have delivered 16 remote training and coaching sessions in local authorities to 39 members this year, all with positive feedback. We were also able to deliver the final module of the Leadership Academy as virtual sessions for the first time to the 25 programme participants in partnership with the LGA and Academi Wales.
 - Despite the disruption to 'business as usual' and impact on councils' planned democratic schedule, the WLGA has sought to engage regularly and extensively with executive members to keep them informed of COVID-19 developments and the implications on local authorities. The WLGA convened weekly leaders' meetings throughout 2020-21 (which were initially daily at the outset of the pandemic) ensuring leaders were able to meet with Ministers on a regular basis. WLGA Cabinet Member networks also met regularly throughout the pandemic, often with Ministers to discuss concerns, pressures or to shape emerging policy.
 - The WLGA has also reinitiated the implementation of organisational changes that were begun before the pandemic, which sought to reform and refresh the organisation in preparedness for the establishment of the new Association for the new municipal term from May 2022. The WLGA is in the process of relocating to a new, smaller office location in Cardiff which will provide opportunities for efficiencies, a reduced carbon footprint and a more agile and collaborative approach to work. As part of this process, the WLGA has started reviewing organisational and HR policies and commissioned new WLGA branding to be introduced in 2021-22 alongside a new website to support our communications and public affairs activities.

12. The WLGA published a bold 'Manifesto for Localism' and a separate Rural Manifesto ahead of the Senedd Elections, which articulated the local government's core policy priorities:

- Promotion of well-being and encourage healthy, sustainable and vibrant communities
- improving outcomes for children and young people and learners
- delivering good quality and sustainable social care services for the future
- creating good quality homes and safer communities for people to live and work, and
- supporting sustainable, inclusive growth and a green post-COVID recover

13. The Manifesto also promoted our core principles calling for mutual respect and the concept of subsidiarity. Most of the main political parties' manifestos recognised the contribution of local government during the pandemic and included several pledges which aligned with some of the WLGA's core aims.

14. The WLGA's Annual Report for 2020-21 is included in **Annex A**.

Recommendations

15. Members are recommended to note the WLGA's Annual Report 2020-21.

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Chief Executive
E-mail: chris.llewelyn@wlga.gov.uk



Introduction

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Whilst councils and the WLGA would have ordinarily marked this occasion with some celebration, that would not have been appropriate in the circumstances. At a time when communities and residents across our nation are still suffering due to the pandemic, it has been a time for recognition rather than celebration.

The WLGA recognises the vital contribution councils have made to our communities and to our country.

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The generations and hundreds of thousands of young people councils have educated and trained.

The tens of thousands of the most vulnerable in our communities whom councils have cared for or have housed.

The communities the length and breadth of Wales councils have regenerated.

The several hundred services councils have provided to all in our society, every single day for each of those 25 years.

Even more importantly, we recognise and give thanks to local government's greatest asset: its people. Councillors and the many thousands of our committed, hardworking workforce who this year have gone above and beyond the call of duty and have been on the front line of the COVID response.

Our councils reprioritised and restructured services and thousands of the workforce were redeployed overnight, many of whom voluntarily changing roles to help the collective response to the pandemic.

The government and our communities have turned to us and relied on Wales' local authorities like never before. Without local government's incredible workforce, none of this would have been possible. Our councils are uniquely placed at the heart of our communities. They are the first port of call for the most vulnerable or those in need of support or assurance. In responding to the crisis, they have demonstrated councils' ability to respond irrespective of scale or challenge and reaffirmed the WLGA's stance on the importance of subsidiarity and localism, with elected members and the workforce rooted in local communities.

As we reflect on the past 25 years of Welsh local government, we recognise the commitment and leadership of the elected members who have represented, served and supported their communities across Wales and we are proud of and pay tribute to our workforce, for their compassion, dedication, professionalism and public service particularly during the past 12 months - the most challenging period our communities and country has faced in generations.

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1. We have **responded to or submitted evidence to 33 Welsh Government consultations, Senedd Committee or Parliamentary Inquiries**.
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3. During the COVID-19 pandemic we have sought to ensure members are informed of the latest development and provided with guidance and our leadership is regularly engaged with Ministers on decision-making:
 - We introduced a COVID-19 e-bulletin circulated to all members, initially on a daily basis but latterly on a weekly basis, providing latest data, information and guidance to councillors. The WLGA also produced a COVID-19 Councillors Guide.
 - Although Covid has meant that many councils have not requested training this year, we have delivered 16 remote training and coaching sessions in local authorities to 39 members this year, all with positive feedback. We were also able to deliver the final module of the Leadership Academy as virtual sessions for the first time to the 25 programme participants in partnership with the LGA and Academi Wales.
 - Despite the disruption to 'business as usual' and impact on councils' planned democratic schedule, the WLGA has sought to engage regularly and extensively with executive members to keep them informed of COVID-19 developments and the implications on local authorities. The WLGA convened weekly leaders' meetings throughout 2020-21 (which were initially daily at the outset of the pandemic) ensuring leaders were able to meet with Ministers on a regular basis. WLGA Cabinet Member networks also met regularly throughout the pandemic, often with Ministers to discuss concerns, pressures or to shape emerging policy. The WLGA has also reinitiated the implementation of organisational changes that were begun before the pandemic, which sought to reform and refresh the organisation in preparedness for the establishment of the new Association for the new municipal term from May 2022. The WLGA is in the process of relocating to a new, smaller office location in Cardiff which will provide opportunities for efficiencies, a reduced carbon footprint and a more agile and collaborative approach to work. As part of this process, the WLGA has started reviewing organisational and HR policies and commissioned new WLGA branding to be introduced in 2021-22 alongside a new website to support our communications and public affairs activities.

Supporting councils' response to COVID 19

What we sought to achieve for our membership	What we have done in 2020-21
<p>Ensure the political leadership of the WLGA and local government is engaged in and influences the Welsh Government's and collective public service COVID 19 response and any future recovery and reconstruction planning. Refocus and reprioritise organisational resources and priorities to support the aims of the political leadership and the collective needs of local government's COVID 19 response, including remote working and ongoing review of WLGA accommodation needs.</p> <p>Seek to ensure local government funding is prioritised by Welsh Government and UK Government, making the case for additional funding to cover additional pressures and responsibilities and any lost income.</p> <p>Working with professional groups, to engage and inform emerging Welsh Government policy announcements and the development of urgent guidance or regulations as they develop in response to the changing crisis.</p> <p>Seek to maintain responsive and urgent communications and engagement channels and sharing of information and intelligence within local government and between Welsh Government and</p>	<ul style="list-style-type: none">The WLGA, through the political leadership and all 22 leaders, has played a key role in Wales' collective COVID-19 response. Political engagement has been extensive and has been a unique feature of Wales' approach to the pandemic response:<ul style="list-style-type: none">➤ The Leader and Spokespersons have engaged regularly with the Welsh Government Cabinet and Ministers.➤ Senior Spokespersons held weekly bilateral meetings with Welsh Government Ministers and stakeholders, including unions.➤ Leaders met weekly (initially daily) with Ministers throughout the pandemic. The Minister for Housing and Local Government and Minister for Health and Social Services regularly attended these weekly meetings.Despite the disruption to 'business as usual' and impact on councils' planned democratic schedule, the WLGA has sought to engage regularly and extensively with executive members to keep them informed of COVID-19 developments and the implications on local authorities. The WLGA convened leaders' meetings throughout 2020-21 initially daily at the outset of the pandemic, and then weekly - ensuring that leaders were able to meet with Ministers on a regular basis. WLGA Cabinet Member networks also met regularly throughout the pandemic, often with Ministers to discuss concerns, pressures or to shape emerging policy. The WLGA has introduced Zoom for meetings during the latter quarter of 2020-21 to ensure simultaneous interpretation is fully integrated.

<p>national partners and local authorities.</p> <p>Champion and promote councils' community leadership role and responsiveness and encourage and facilitate shared learning in 'real-time', working with partners such as Audit Wales as appropriate, to ensure innovative practice and lessons are shared to shape councils' response to the pandemic.</p>	<ul style="list-style-type: none"> The WLGA has participated in 6 Senedd COVID 19 Inquiry sessions, evidencing the significant impact on council finances, service delivery, in particular housing and social services, and communities and demonstrating how councils have been relied upon and have led a flexible and innovative front-line response to the crisis. WLGA facilitated a collective and sustained effort in providing Personal Protective Equipment to front line services. A procurement action group comprising senior officers from Local Government, Welsh Government and NHS was convened to share information about PPE supply, identify actions needed and coordinate responses. A daily e-mail communicated this information to a much wider stakeholder network of around 120 lead individuals in Local Authorities. The effect was to minimise disruption and ensure quick, targeted responses to emerging issues. WLGA represented Local Government on DMET - the industry facing response group led by Deputy Minister Lee Waters and provided the means for on-shoring of manufacture for PPE to Wales. WLGA established the provision of PPE through NHS Shared Services, supported by a Service Level Agreement; the first of its kind. This arrangement resolved many of the earlier issues associated with supply management of PPE at scale and continues to provide pandemic supply to front line care providers. WLGA secured Welsh Government funding and made innovative procurement arrangements to supply common high quality and re-usable three layer face mask manufactured in Wales; to protect pupils in High Schools. The protection afforded by these re-usable masks exceeded the minimum requirements at the time; a decision since justified by our emerging knowledge of the pandemic and which was
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welcomed by Parents, Staff and Trade Unions.

- Over 2,000 'Taxi Packs' of PPE and Cleaning Materials were provided to support local transport infrastructure. The funding and logistics were supported by innovative procurement arrangements. This was organised through Welsh Government with Local Government by WLGA and used the resources of a Private Sector supplier to deliver the provision without further burden on public services.
The WLGA has collated and promoted '[good council practice](#)' during COVID-19 via the WLGA website, publishing over 60 case studies and sharing learning through cabinet member and officer networks.
- The WLGA worked closely with councils, the Welsh Government and the WCVA, to provide support for those required to self-isolate , initially for people on the shielded patients list and other vulnerable and at-risk groups and latterly for those who tested positive for COVID-19 as part of the Protect workstream. The WLGA has ensured that council views are represented in national evaluations and on-going improvements of the provision. The WLGA will continue to work with public and third sector partners to ensure positive new models of service delivery and relationships will be sustained in the future.
- We have continued to work successfully with senior civil servants and lawyers to shape and review Coronavirus restrictions regulations, ensuring Public Protection teams, Registration Services, Emergency Planning teams, and Cemetery and Cremations teams can work efficiently and effectively when applying new rules to protect public health.
- Wider references to WLGA's activity to support councils' COVID-19 response, notably around workforce, schools, social care and funding are referenced throughout the following sections.

Local Leadership, Freedom and Flexibility

Councils are respected, empowered and have the freedom and flexibility to respond to local needs

What we sought to achieve for our membership	What we have done in 2020-21
<p>Champion the role of councillors and council leaders, promote and defend the reputation of local government and drive positive opinion and recognition of councils and their contribution with national partners and with the public.</p> <p>Embed constructive engagement with the Welsh Government and the Senedd, seeking to influence policy and manifesto development ahead of the Senedd elections in 2021 and building relations, awareness and understanding of local government priorities with new Ministers and Members of the Senedd following the election.</p>	<ul style="list-style-type: none">• The WLGA published a bold 'Manifesto for Localism' and a separate Rural Manifesto ahead of the Senedd Elections, which articulated the local government's core policy priorities:<ul style="list-style-type: none">➢ Promotion of well-being and encourage healthy, sustainable and vibrant communities➢ improving outcomes for children and young people and learners➢ delivering good quality and sustainable social care services for the future➢ creating good quality homes and safer communities for people to live and work, and➢ supporting sustainable, inclusive growth and a green post-COVID recover• The Manifesto also promoted our core principles calling for mutual respect and the concept of subsidiarity. Most of the main political parties manifestos recognised the contribution of local government during the pandemic and included several pledges which aligned with some of the WLGA's core aims;○ The WLGA, through weekly leaders' meetings and dialogue thorough officials, has contributed to and influenced emergency coronavirus regulations and guidance and fed into the 21 day Reviews of Restrictions.• We responded to the Welsh Government consultation on <i>A Framework for Regional Investment in Wales</i>, calling for funds to be devolved to local authorities working

	<p>together regionally (and appeared before the Welsh Affairs Committee on the Shared Prosperity Fund).</p>
<p>Continue to engage and lobby the Welsh Government and Senedd on the Local Government and Elections (Wales) Bill, and co-producing guidance and regulations to ensure maximum flexibilities and powers for councils.</p>	<ul style="list-style-type: none"> • WLGA successfully worked with Welsh Government and Lawyers in Local Government to shape the Welsh Government's emergency Coronavirus meeting regulations, which relaxed requirements on authorities, introduced flexibility in digital meetings and remote attendance and relaxed timings of AGMs and the '6-month rule' for members. The flexibility around remote meetings was also made permanent in the Local Government and Elections (Wales) Act 2021. • Through its engagement and lobbying around the Local Government and Elections (Wales) Act 2021, the WLGA has: <ul style="list-style-type: none"> ◦ resisted prescription and promoted flexibility and building on good practice; ◦ promoted the track-record of council collaboration, supported voluntary CJC but has rejected the concept of mandation; ◦ secured some concessions and amendments in the Bill, including 'job sharing' and extended family absence provisions for councillors and removal of contentious chief executive performance management arrangements.
<p>Promote collaborative local public service reform and ensure that the governance of regional services is democratically accountable and streamlined wherever possible.</p>	<ul style="list-style-type: none"> • Supporting mutual aid and a collective local government and partnership response to the COVID-19 pandemic. • Through engagement between Welsh Government, leaders and professional groups, the WLGA has sought to ensure that CJC regulations and guidance are not prescriptive and allow maximum local/regional discretion and flexibility re functions, governance and democratic oversight.

	<ul style="list-style-type: none"> • The WLGA has established a sector-led improvement support programme, funded by Welsh Government grant, to embed peer support and challenge within and across the sector.
<p>Establish a new sector-led improvement and support programme and digital collaboration programme, focusing on digital transformation, innovation, supporting good governance, coordinating peer support and a programme of peer challenge and review.</p>	<ul style="list-style-type: none"> • Establishment of a new sector-led improvement programme funded by Welsh Government for 2021-22, to provide a universal offer available to all councils – focused on building strong corporate capacity and capability with councils under four interdependent priorities: <ul style="list-style-type: none"> ◦ COVID-19 Pandemic Recovery; ◦ Local Democracy and Member Development; ◦ Corporate Governance and Performance; and ◦ Corporate Capability. • and a targeted offer for those councils who need more intensive and dedicated support. • Co-production of draft Welsh Government guidance around proposed new duties of self-assessment and panel assessment and development of draft frameworks for local authorities. • Provision of advice and improvement support to several authorities facing corporate or service challenges. • Working with LGA in developing and promoting peer challenge offer. • Facilitated good practice exchange through the transformation network, including commissioning of research on the role of volunteering during the pandemic (with WCVA) and support for the community empowerment research led by New Local. • Chief Digital Officer for Local Government appointed Nov 2020, and commenced building a small, specialist team. • Extensive digital training programme launched across local authorities has been attended by approximately 100 local government officers since February 2021. • Four trailblazer digital projects have been taken forward with groups of local authorities from across Wales covering

	Education, Libraries, Democracy and Training.
<p>Encourage a vibrant local democracy, promoting greater diversity and enhanced democratic engagement and supporting councillors' development and training through an expanded sector-led improvement programme.</p>	<ul style="list-style-type: none"> Production of COVID 19 guide for councillors and circulation of a weekly COVID-19 e—bulletin to all councillors (daily during the early period of the pandemic). Support and guidance to councils and councillors around remote attendance and digital meetings. WLGA Council endorsed the work of the cross party member 'diversity in democracy' working group to address barriers and promote action and improvement in diversity, making bold commitments around increasing diversity ahead of the next local elections. The WLGA has updated the https://www.beacouncillor.wales/ with councillor case studies. Ongoing contribution to the UK Civility in Public Life campaign, with LGA, COSLA and NILGA, including production of the joint WLGA/LGA Councillors' Guide on Handling Intimidation and 'Digital Citizenship' resources for members. Extensive engagement and involvement in Welsh Government convened COVID BAME work, including participation in the BAME Advisory Group and Socio-Economic Sub Group and the audit of statues and monuments. The WLGA has also participated in the Race Equality Action Plan steering group and has signed (and coordinated all 22 local authorities signing) the #ZeroRacismWales pledge Supported the development of Welsh Government guidance and resources around the Socio-Economic Public Sector Equality Duty. supported local authorities through the Member Development networks and continued to promote and provide member development and support to councils: offered coaching and wellbeing support to leaders and support and advice to new leaders elected during the past year;

	<ul style="list-style-type: none"> • provided 16 remote training and coaching sessions in local authorities to 39 members this year, all with positive feedback; • We were also able to deliver the final module of the Leadership Academy as virtual sessions for the first time to the 25 programme participants in partnership with the LGA and Academi Wales.
<p>Support authorities to effectively manage their workforce through our role as the Employers' Organisation.</p>	<ul style="list-style-type: none"> • The context of Covid 19 has brought into sharper focus the role of the workforce in delivering essential public services. The activity required at all levels has intensified and the WLGA has sought to ensure local authorities are properly supported. • The WLGA has represented local authorities at strategic meetings of the Workforce Partnership Council and Shadow Social Partnership Council, ensuring effective communications with Welsh Government Ministers and officials. • Meetings of the Joint Council for Wales and in particular its Executive Committee have been facilitated to support effective social partnership working between local authorities and trade unions, to develop solutions to the numerous issues emerging as a result of the pandemic. • Provided support for the HR Directors Network. • Workforce advice, guidance and information has been provided regularly to all local authorities, including acting as a link to the LGA's Employment Team. • The Schools Social Partnership Forum has been established to enable schools and local authority employer representatives to discuss schools' workforce matters directly with trade unions and Welsh Government officials. • Many of the foregoing mechanisms have been supported by WLGA Spokespersons. • Worked with Academi Wales and SOLACE to offer a programme of coaching and mentoring support to chief executives.

<p>Deliver an EU Transition Support Programme to local authorities and continue to engage with the other local government associations and Welsh and UK Governments to ensure local government interests are heard and met. Produce materials and information to assist local authorities in preparing for change at the end of the transition period</p>	<ul style="list-style-type: none"> • Further round of funding secured to enable network of EU Transition officers in local authorities to continue for another year (c£45K per local authority) • Funding also secured for further round of support for food poverty grants. • Ongoing liaison with Home Office, Welsh Government, local authorities and support groups over take-up of EUSS • Various materials published on WLGA website to assist local authorities with transition, including a report on trade implications, updated 'exposure' dashboards for each local authority, a Transition readiness toolkit, and a report on the new relationship with the EU and what it means for Welsh local government • Regular meetings of Local Government (EU) Preparedness Panel (joint Welsh Government and local authority senior level officer group). • Spokesperson attendance at Welsh Government's EU Advisory Group meetings and LGAs' combined meetings with MHCLG.
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Finance

Financial reform and fair funding for local services

What we sought to achieve for our membership	What we have done in 2020-21
<p>Lobby for fair and sustainable funding for local public services including evidenced pressures and new responsibilities.</p>	<ul style="list-style-type: none">• Built on last year's excellent settlement outcomes with an uplift of £172m (3.8%) in core grant and specific grants protected.• Established one of the most generous COVID funds in the UK, working with Treasurers and the Welsh Government to establish £660m Hardship Fund up to April 2021.• Secured an additional £206m worth of funding for covid-related pressures and associated income loss that will run until September 2021.• Obtained an extra £22.5m to assist with the shortfall in Council tax collection plus an additional £11.5m in support for extra claims to the Council Tax Reduction Scheme.• Worked with Business Wales, Welsh Government, SWT and several officer groups to deliver various packages of financial support as a result of the pandemic. This included an initial round of emergency grants to businesses on the rating list, a specific scheme for Child Care Providers, Start Up Grants, Freelancer Fund and cultural sector support.• Further enhancements for rated properties due to the firebreak and December restrictions resulted in Local Authorities administering over £1.35 billion pounds of support in 2020/21.• Secured around £5m for additional enforcement capacity for Covid compliance work.
Promote greater financial freedoms and flexibilities for councils within a longer-term financial framework	<ul style="list-style-type: none">• Continued pressure on Welsh Government to address multiyear settlements.

<p>including a move towards multiyear settlements.</p>	<ul style="list-style-type: none"> Indication from new Finance Minister is that this may be addressed in the next Spending Review. Joint approach with LGA, COSLA and NILGA on medium-term financial planning. Potential Joint Finance Event planned for Autumn 2021.
<p>Continue to work towards the incorporation of all specific grants into the core grant and timely financial announcements.</p>	<ul style="list-style-type: none"> Over £5m in specific grant funding was transferred into the settlement relating to in relation to teachers pay and the coastal risk management programme.
<p>Seek greater powers for councils to explore other sources of income, including new sources of taxation.</p>	<ul style="list-style-type: none"> Ensured local government input into work on reviewing local taxation. Working with Wales Fiscal Analysis (WFA) on wider issues of fiscal devolution. WFA now make regular contributions to the Finance Cabinet Members' Network and Treasurers meetings.
<p>Lobby the UK Government and support authorities to ensure that welfare reforms are fair on our communities.</p>	<ul style="list-style-type: none"> Ongoing work with DWP and Welsh Government on Universal Credit. Worked with Welsh Government on the Oversight Group to produce 'Impact of Universal Credit on the Council Tax Reduction Scheme and rent arrears in Wales'.

Schools, Skills and Lifelong Learning

National education standards delivered at a local level

What we sought to achieve for our membership	What we have done in 2020-21
Supporting councils' response to COVID-19	<ul style="list-style-type: none">Continue to support local authorities with the provision of free school meals provision during the school holidays.Continued with the bilateral and cabinet member meetings with the Education Minister to discuss COVID-19 related issues including qualifications and exams for 2020 and 2021.In July 2020, the WLGA set up the Schools Social Partnership Forum (SSPF) which includes representation from Welsh Government, ADEW, Elected Members and schools' trade unions to discuss COVID-19 related issues including qualifications and exams for 2020 and 2021.
Ensure that local government plays a full role working with partners on the national mission to raise standards in schools and improve outcomes for learners, including the new national curriculum for Wales.	<ul style="list-style-type: none">Continue with the engagement through a number of strategic groups set up with the Welsh Government, primarily the Change Board and Strategic Education Delivery Group: These have involved a number of partners from schools, colleges and higher education, local authorities (through ADEW), Estyn, the Education Workforce Council, bodies managing examinations and others.Continued discussions with Welsh Government has secured £1.5 million for the continuation of Music Education in Wales to support local authorities' music services and includes £100,000 to support the National Youth Arts Wales.
Working with the WJEC, Qualifications Wales and the Welsh Government to make sure the qualifications framework during	<ul style="list-style-type: none">Continuous discussion through bilateral and cabinet meetings with the Minister, WJEC and Qualifications Wales has assisted qualifications being awarded on Centre

<p>COVID 19 is fit for purpose and places learners at the heart of the system.</p>	<p>Determined Grades based on content that has already been taught.</p>
<p>Continue to support investment in the 21st Century Schools programme, and contribute towards refining the model.</p>	<ul style="list-style-type: none"> • The 21st Century Schools Programme is a major partnership between the WLGA, local authorities and the Welsh Government. • Band A of the 21st Century Schools and Education Programme represents a £1.4 billion investment over the five year period ended 2018/19. • All 22 local authorities have benefitted from this major schools improvement programme, which has supported the building and refurbishment of over 150 schools and colleges. • The programme is jointly funded by Welsh Government using a combination of capital and revenue funding. At the outset of the, programme authorities were required to provide 50% of the funding but the WLGA has lobbied successfully to reduce the local authority contribution for Band B to 35% and to increase the Welsh Government contribution to 65%. • The WLGA has also represented local authority interests in the development of the revenue funded Mutual Investment Model (MIM) with an 81% - 19% funding split. • Strategic Partnering Agreement signed on 30th September 2020. Pathfinder MIM projects in Flintshire and RCT are being progressed as Net Zero Carbon in operations.
<p>Continue to make the case for education to be funded through local authorities through the RSG ensuring full flexibility and local determination for their own and schools' budgets.</p>	<ul style="list-style-type: none"> • The WLGA has always argued for schools to be funded through the RSG and for a reduction in specific grants so as to provide as much flexibility as possible in school funding. • During this period the WLGA has continued to lobby the Welsh Government and Senedd on these issues and focused on the work of the <i>Children, Young People and Education Committee</i>'s inquiry into the sufficiency of school funding in Wales.

	<ul style="list-style-type: none"> • WLGA provided evidence to the Committee in partnership with ADEW, and following the publication of its report in July 2019 has worked closely with the Committee and the Welsh Government in taking the recommendations forward. • WLGA contributed to the Welsh Government review of school spending across Wales.
<p>Prioritise social partnership in working with the Welsh Government, trade unions and other bodies to influence the determination of teachers' pay and conditions in Wales.</p>	<ul style="list-style-type: none"> • Input of regular educational and HR expertise into the devolved processes for determining teachers' pay in Wales. • Provided written and oral evidence to the Independent Welsh Pay Review Body on Teachers Pay Report 2020
<p>Seek to work with and guide Welsh Government in its desire to support schools causing concern, by encouraging each part of the system - schools, local authorities and consortia – to play an appropriate role in schools making and sustaining progress.</p>	<ul style="list-style-type: none"> • Actively working with partners to expand this discussion and debate how best to identify the roles played by all involved – schools, local authorities and their regional services, and Estyn – and ensure that each partner understands the roles they play, and work together to avoid duplication of effort and wasting resources. • In the case of schools causing concern, that partnership has begun to shift so that the school itself is involved in plans and actions to move it forward, and • The involvement of elected members is acknowledged as a key one. <p>In the case of schools causing concern, that partnership has begun to shift so that the school itself is involved in plans and actions to move it forward, and the involvement of elected members is acknowledged as a key one.</p>
<p>Promote and support equalities and diversity and pupil wellbeing as a priority for schools and local authorities through initiatives such as hate crimes in schools programme, period poverty work, healthy eating and school holiday enrichment programmes, as well as</p>	<ul style="list-style-type: none"> • The COVID-19 pandemic resulted in the School Holiday Enrichment Programme (SHEP) 2020 being suspended on a temporary basis and funding was repurposed to allow free school meal provision over the summer holiday. Funding also supported local authorities to provide engaging and enriching activities to help participating children and young people from economically deprived areas re-

<p>aspects of youth support service work.</p>	<p>engage with education over the summer holidays, for which the WLGA provided administration support.</p> <ul style="list-style-type: none"> Following the submission of a WLGA business case in November 2020, Welsh Government approved a proposed budget for SHEP 2021 totaling £4.85M, with the aim of providing 14,000 places on the programme. WLGA will resume its responsibility to co-ordinate the planning, delivery and evaluation of the programme. Produced report <i>Healthy eating implications of school break times for 11 to 19-year-olds in Wales</i>. Maintained termly Regional Special Diets in Schools Working Group meetings. Recruited National Dietitian for Special Diets in Schools. Established and maintained termly Regional Food in Schools Meetings to discuss food in schools issues and share information. Continued to support and advise local authorities and schools regarding healthy eating in schools and provided certificates for compliance with the regulations. Supported and promoted various healthy eating initiatives and campaigns. Established regular online Food in Schools meetings to discuss COVID-19 free school meals responses and recovery of the school catering service in Wales. Supported local authority catering services with COVID-19 related issues. Worked with Welsh Government officials on introducing increased flexibilities (as a result of Covid) to the Youth Support Grant. Participated on the Whole School Approach Stakeholder Group. Contributed to discussions regarding themes and content for the Welsh Government's Youth Work Newsletter and worked with local authorities to submit case studies for the WLGA Covid-19 Good Practice section of the website.
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	<ul style="list-style-type: none"> Represented the Youth Service on the T4CYP Early Help & Enhanced Support work-stream. Commissioned 3 Trauma Recovery Model courses from the Trauma Recovery Academy, contributing to a trauma informed Youth Workforce. Worked with the ACE Hub on delivering ACE's training (and developing accredited modules) to the youth workforce. Worked with Wales Youth Service in regard to the well-being standard in the revised Youth Work National Occupational Standards (NOS). Drafted and submitted PYOG responses to Mind Over Matter and the Whole School Approach Consultations. The Hate in Crime in Schools programme restarted in September 2020 with an additional £180,000 to allow for a further 50 schools to participate with the programme. Online and digital delivery materials were developed for schools to use remotely.
<p>Continue to monitor and scrutinise legislation and funding in relation to children with additional learning needs (ALN).</p>	<ul style="list-style-type: none"> Regularly raised ALN funding at meetings with Welsh Government, at political and official level; engaged through the Distribution Sub Group on the transfer of post-16 specialist funding to local authorities under the ALN Act; maintained regular dialogue with partners on the detail of implementation of the Act.
<p>Promote the Welsh Language, culture and the arts.</p>	<ul style="list-style-type: none"> Produced and endorsed the Welsh Language Standards Annual Reports 2018-2019 and 2019-2020. Positive engagement with the Welsh Language Commissioners office. Recruited a policy officer that has oversight of the Welsh Language Standards and promotion of the Welsh Language within WLGA. Submitted a response to the consultation, 'Draft Code of Practice for the Welsh Language Standards Regulations (no.2) Local authorities continued to fund, through top-slice funding through the WLGA, the

	National Eisteddfod, Urdd Eisteddfod and Royal Welsh Show, ensuring these critical events are sustained and supported throughout the COVID-19 pandemic.
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Health and Social Care

Ensuring good quality and sustainable social care services for the future

What we sought to achieve for our membership	What we have done in 2020-21
<p>Support local authorities in responding to the stabilisation and reconstruction of social care in light of COVID-19, as well as implementing Ministerial priorities for social services, including rebalancing the care market to improve its resilience and sustainability and safely reducing the number of Looked After Children in the care of local authorities.</p>	<ul style="list-style-type: none">Produced briefings on COVID-19 and social care related issues for Elected Members.Provided written and oral evidence on the impact of COVID-19 on social care to the Senedd Health, Social Care and Sport Committee.Provided written evidence on the impact of COVID-19 on children and young people to the Senedd Children, Young People and Education Committee.Responded to a rapid consultation on amendments made to the Social Services and Well-being (Wales) Act by the Coronavirus Act.Contributed to the Rapid Review of Care Homes undertaken by Welsh Government.Contributed to the rapid development of COVID-19 guidance and processes, e.g. on funding, testing, PPE and care home visits.Represented the views and shared the experiences of local authorities on how the pandemic is impacting on social care related issues with Welsh Government and partners.Held regular bilaterals and cabinet member meetings with the Minister for Health and Social Services and Deputy Minister for Social Services to discuss both COVID-19 related issues as well as wider Ministerial priorities such as reducing the number of children in care and Welsh Government's White Paper on Rebalancing Care and Support.Secured funding for additional expenditure through the Hardship Fund for Social Care.Cabinet Members workshop arranged and supported to enable the sharing of good practice across authorities in relation to

	<p>approaches focussed on improving outcomes for children and young people.</p> <ul style="list-style-type: none"> • Responded to the Welsh Government White Paper on Rebalancing Care and Support • Membership of a number of key Welsh Government groups, including their Social Care Planning & Response Group, Reconstruction and Stabilisation Group, the Vulnerable Children and Young People External Advisory Group, and the Social Care Recovery Group.
<p>Enable local government's input and contribution to Welsh Government's research and policy development on how best to secure long-term sustainable funding for social care services in Wales.</p>	<ul style="list-style-type: none"> • The WLGA Spokesperson and officers key members in the Welsh Government Paying for Care group, established to look at the long-term and sustainable funding of social care in Wales. • Provided regular updates and briefings from officers to cabinet members and spokespeople, with 'paying for care' a frequent agenda item for discussion with Ministers both in bilaterals and through the WLGA's Social Care & Wellbeing Cabinet Members Network. A focused session was held with Welsh Government Officials to facilitate a technical briefing from Welsh Government and an update on progress of the Inter-Ministerial Group on Paying for Social Care, enabling members to help influence and shape the agenda and priorities.
<p>Continue to support implementation of <i>A Healthier Wales</i> as part of the approach to reconstruction and stabilisation of social care, aimed at transforming and increasing the pace and scale of integration across social care and health, and including other relevant local government services such as housing.</p>	<ul style="list-style-type: none"> • Continued our membership of and contribution to the Transformation Board overseeing the implementation of <i>A Healthier Wales</i>, although the Group's activities have been affected by the Pandemic. • WLGA Spokespeople and Cabinet Members for Social Services are in regular, on-going dialogue with Welsh Government Ministers through the WLGA Social Care & Wellbeing Cabinet Members Network, aimed at supporting local political leadership in taking forward the plan and transforming services. They are supported by regular updates and briefings produced by officers.

	<ul style="list-style-type: none"> WLGA Spokesperson for Health and Social Care chairs the <i>Building a Healthier Wales</i> Programme Board, aiming to focus on preventative measures and addressing the wider determinants of health.
<p>Work with Public Health Wales in highlighting local government's contribution to addressing the wider determinants of health through <i>Building a Healthier Wales</i> and the provision of preventative services provided by local authorities, and continue to convene Cymru Well Wales which aims to tackle the issues that contribute most towards poor health.</p>	<ul style="list-style-type: none"> Continued to work with Public Health Wales to address the wider determinants of health, with key links made and regular meetings between WLGA and PHW officers. Joint leadership is demonstrated with <i>Building a Healthier Wales</i>
<p>Work closely with our social care partners and professional groups (Solace Cymru, Association of Directors of Social Services in Wales (ADSS Cymru) and Social Care Wales to strengthen the voice of local government and to identify and highlight common issues of concern and/or improved ways of working.</p>	<ul style="list-style-type: none"> ADSS Cymru represented at WLGA Social Care & Wellbeing Cabinet Members Network. Social Care Wales a key partner that is invited to provide regular updates through the Cabinet Members Network. Joint submissions to consultations and inquiries as necessary to help identify and highlight common issues of concern and/or improved ways of working.

Housing and Community Safety

Creating good quality homes and safer communities for people to live and work

What we sought to achieve for our membership	What we have done in 2020-21
<p>Support the work of local authorities in tackling and preventing homelessness and rough sleeping and ensuring that those brought into temporary accommodation during the pandemic are supported into permanent housing while transforming current and future temporary accommodation provision and homelessness services.</p>	<ul style="list-style-type: none">Contributed to the rapid development and ongoing amendment of guidance covering a wide range of emerging housing and homelessness issues reflecting the changes to Covid-related regulations e.g. Managing Challenging Behaviour in Temporary Accommodation.Provided briefings on housing and homelessness issues for elected members and officers and facilitated meetings of the WLGA's Housing Cabinet Members Network.Presented evidence to the Senedd Equality, Local Government and Communities Committee on the impacts of the pandemic on housing and homelessness.Regular dialogue with Minister and Cabinet Members through bilaterals and the Housing Cabinet Members Network on a range of homelessness and other housing issues.Contributed as a member of the Homeless Action Group, which produced reports and recommendations which focussed on short and longer-term actions to tackle and prevent rough sleeping, and the framework of policies and approaches needed to end homelessness in Wales. Following acceptance of the HAG recommendations, working to prioritise actions and develop implementation plans for the transformation of homelessness services.Represented the views and shared the experiences of authorities on how the pandemic is impacting on community safety related issues to Welsh Government and partners.

	<ul style="list-style-type: none"> Worked with local authorities, National Trading Standards and partners in highlighting the threat from scams during the pandemic. Contributed to the development and dissemination of a guide published by the Older People's Commissioner's Office providing guidance to local authorities and partner agencies on how to protect older people from abuse during the pandemic.
<p>Continue to work with local authorities and Welsh Government in implementing relevant recommendations from the <i>Independent Review of Affordable Housing Supply</i> in Wales, including supporting and enabling increased plans for building council houses across Wales to meet housing need, and as part of the pandemic recovery activities.</p>	<ul style="list-style-type: none"> Participated in workstreams established to develop detailed implementation arrangements for Affordable Housing Supply Review recommendations, including revised Social Housing Grant arrangements which have made grants available directly to local authorities to support the delivery of new homes. Supported the establishment and operation of Council Housing Development Forum, which supports Welsh councils to build new council homes at pace and scale, which contributed towards the overall achievement of the target of 20,000 additional affordable homes during the previous Senedd term as set out in the <i>Housing Pact</i> agreed between WLGA, Welsh Government and Community Housing Cymru. Negotiated and agreed additional conditions for social landlords, which supported the announcement by Welsh Government of a 5 year rent policy for social housing from 2020/21 onwards.
<p>Contribute to the development and implementation of plans for the decarbonisation of existing homes in Wales, focusing initially on the social housing stock and identifying likely overall resource implications.</p>	<ul style="list-style-type: none"> Participated as a member of the Decarbonisation of Homes Implementation Group, established by Welsh Government to take forward the recommendations of the independent review on decarbonising Welsh homes focussing, initially on the retro-fitting of the social housing stock in Wales by a target date of 2030.

<p>Continue to contribute to on-going work to improve building safety following the findings of the Hackitt Review and work with local authorities and other partners in implementing the findings and recommendations of the Building Safety Expert Group following Welsh Government's anticipated White Paper which will set out changes to the law in relation to Housing, Building Regulation and Fire Safety.</p>	<ul style="list-style-type: none"> Contributing to Welsh Government led review examining and developing options around how a Joint Building Safety Inspection team with multiple disciplines (Building Control, Environmental Health and FRS) could work in Wales, with associated benefits and risks.
<p>Support the development of a Safer Communities Network for Wales through the WLGA hosting the team and developing its workplan. The WLGA will also continue to play an active enabling role in the Safer Communities Board that has been established in partnership with Policing in Wales to ensure there is effective strategic leadership of community safety and that there is collective discussion and collaborative actions to address shared national priorities, as well as support the work of CSPs and partners at local and regional levels as appropriate.</p>	<ul style="list-style-type: none"> The Wales Safer Communities Network has been established and is hosted by the WLGA. Officers are now in post and work has commenced at pace to develop and commence the Network's work plan. The Network also provides support to the Safer Communities Board (SCB) where a revised work programme has been agreed. The WLGA continues to co-Chair the SCB alongside the police in Wales. A new Network for cabinet members with a community safety lead has been established by the WLGA, with the aim of sharing best practice and a forum to discuss local government views on policy Continued to support Community Safety Officers through regular updates on community safety related issues. Provided additional support to the Wales Association of Community Safety Officers through its newly established Executive Group. WLGA participates and contributes to the Policing Partnership Board for Wales
<p>Work with the Fire and Rescue Authorities and Welsh Government to consider any further proposals aimed at improving their current governance, financial and performance management arrangements of FRAs and to participate in discussions on any</p>	<ul style="list-style-type: none"> Continued to facilitate the WLGA Fire and Rescue Forum as an opportunity to discuss a range of shared priorities, fire and building safety, and finance pressures. Represented local government at Ministerial Fire and Rescue Meetings.

<p>potential to widen the role of firefighter's roles, including identified implications.</p> <p>Continue to support Police and Crime Panels through regular engagement with Chairs, Vice Chairs and Lead Officers and to engage with Welsh Government to raise awareness of the role they play in holding Police and Crime Commissioners to account.</p>	<ul style="list-style-type: none"> Participated in Welsh Government's Working Group exploring the potential for broadening the role of firefighters. Continued to support the WLGA Police and Crime Panel Group enabling discussion between Panels; the sharing of information and good practice and providing a forum to raise and resolve issues of concern. Worked with PCPs to foster closer working between the WLGA PCP Group and Welsh Government.
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Regeneration and a Resilient Environment

Local councils supporting inclusive growth locally, regionally and nationally and promoting a resilient environment for future generations

What we sought to achieve for our membership	What we have done in 2020-21
Supporting councils' response to COVID-19	<ul style="list-style-type: none">Worked with Welsh Government and Economic Development Officers in local authorities to co-ordinate various phases of support, allocating discretionary grants to local businesses throughout the pandemicWorking with officers in all four regions as Regional Recovery Plans are developed in response to Covid-19Worked with Welsh Government and local authorities on a Covid-19 waste stakeholders' group to ensure service continuity. Led on several task and finish groups looking at working practices considering emerging guidanceRaised practical issues with the roll out of Covid-19 infrastructure and ensured all relevant legislative planning issues were addressed to allow LPAs to take a pragmatic and proportionate position when introducing much needed facilitiesInput to various working groups on supporting public transport, including establishment of a Bus Member Group to provide political oversight and liaison with all local authorities over the introduction of the Bus Emergency Support (BES) 2 scheme.Engaged with Ministers and businesses around support for tourism businesses and the re-introduction of cultural activities and sporting events.
Continue to lobby for local government's role in regional development to be fully respected in	<ul style="list-style-type: none">Joint work with the Programme Offices for the four City Deal/Growth Deal regions to facilitate sharing of positions on national issues.

<p>any new funding and delivery arrangements introduced by the UK and/or Welsh Governments (including the Shared Prosperity Fund). This will require the bringing together of local and regional proposals with national objectives, building on the work of the City Deal and Growth Deal partnerships.</p>	<ul style="list-style-type: none"> Continuing to lobby for one set of regional plans in each region, so Welsh Government's Regional Economic Frameworks are brought together with the plans of local authorities in each region. Secured WLGA agreement to Welsh Government's proposed Regional Investment Framework for Wales Developing links with the UKG departments leading on replacement funds – Community Renewal Fund and Levelling up Fund - and lobbying for input to the proposed Shared Prosperity Fund Evidence provided by Leaders to the Welsh Affairs Committee on the new funding arrangements The WLGA's continued involvement in the Skills Partnerships and management of the funding relationship between the Welsh Government and the Regional Skills Partnerships.
<p>Continue to work through the Rural Forum in championing the needs and priorities of Wales' rural communities, including the production of a rural vision and an associated rural recovery plan.</p>	<ul style="list-style-type: none"> Monthly meetings of the Rural Forum and meetings with rural stakeholders, including briefings on the impact of Covid on rural economy, and development of an agreed Manifesto for Rural Wales. Manifesto launch was in January 2021, with over 60 attendees online. It was supported by an extensive evidence base produced in association with Aberystwyth University Rural Task and Finish group submitted recommendations to the Minister for Housing and Local Government in March 2021 Ongoing engagement with Welsh Government officials in relation to economic policy, Welsh language and rural development to embed the key asks of the Rural Vision
<p>Supporting Procurement Reform</p>	<ul style="list-style-type: none"> Re-formed the officer practitioner group, the National Procurement Network to support social value and post-Covid economic recovery. Created a National Collaborative Contract Pipeline; the first of its kind in

	<p>Wales which identifies 149 collaborative contracts with a combined value of £2.2 Billion.</p> <ul style="list-style-type: none"> Identified the means to deliver new and ambitious policies for economic and social value through the medium of procurement. Mapped the National Themes Outcomes and Measures to the Wellbeing of Future Generations Act Goals, the first time that social value has been mapped to Government policy in this way, creating the 'Welsh TOMs' Hosted a two day online National Social Value conference to launch the Welsh TOMs with 650 virtual attendees, 1500 unique hub visitors, 1200 content views. Hosting a cross-sector National Social Value Task Force with multiple pilots active in six Welsh Local Authorities, also in Health Boards, the National Procurement Service and Voluntary &Community Service Organisations. Supported the Wellbeing of Future Generations Commissioner in her Section 20 review of procurement in Wales. The Commissioner has provided a case study "Procuring Wellbeing" which outlines how WLGA is helping Local Authorities to implement the Wellbeing of Future Generations Act through procurement. Through the Local Government Association's National Advisory Group advised UK Government on the proposed post-Brexit reforms to procurement rules and advised same to Welsh Government.
<p>Influence the development of Welsh Government's Circular Economy Strategy including the next iteration of statutory recycling targets and plans for new facilities to deal with waste/resources within Wales.</p>	<ul style="list-style-type: none"> Represented local authorities' views to inform thinking in 'Beyond Recycling' strategy launched in March 2021 Led on discussions on future regional infrastructure beginning in North Wales to ensure that any future investment in the circular economy meets the specific needs

<p>Support the regional political structures linked to the Ministerial Waste Programme Board in feeding into these matters.</p>	<p>of the region, including resources from Extended Producer Responsibility (EPR)</p> <ul style="list-style-type: none"> Created a working group to look at future recycling/Circular Economy targets in light of likely significant changes in what households put out for collection after EPR/Deposit Return Schemes (DRS) and will continue to work with Welsh Government on how decarbonisation is prioritised in waste services Continued to support regional political meetings feeding into the above Worked with WRAP on '<i>Be Mighty</i>' - a major behaviour change campaign
<p>Work with local authorities to collate and model costs of handling packaging waste and managing litter, so they are well-placed to push for full cost recovery under Extended Producer Responsibility proposals expected by 2023. Also, participate in the Defra working group reviewing Deposit Return Schemes (DRS) and facilitate pilot work on DRS at home to promote the use of kerbside services within DRS.</p>	<ul style="list-style-type: none"> Participated in Welsh Government working group looking at potential impact on local authorities and data requirements to allow an informed discussion at regional MPBs so Members are fully aware of the scale of the changes likely Participated in Defra groups and webinars on EPR and DRS Working with Conwy to explore potential to reward kerbside collections within DRS
<p>Continue to lobby for new ways of maintaining the highway network (including county, unadopted roads and active travel routes) through a long-term investment programme.</p>	<ul style="list-style-type: none"> Worked with County Surveyors Society to evidence the ongoing importance of long-term investment in the highway network, in response to consultation on Welsh Government's new Welsh Transport Strategy (WTS) Worked with Welsh Government and local authorities to secure £10.3m from end-of-year underspend, reallocated to local authority highway schemes Successful follow-up work to pilot work on tackling unadopted roads with a number of local authorities, following report production and submission to Welsh Government. £1.5m secured to progress these pilots Contributed to two task and finish group reports, on 20mph default speed limits and

	<p>on civil enforcement against pavement parking causing obstruction. Both reports approved by Welsh Government and in the Senedd</p> <ul style="list-style-type: none"> Continued input to Welsh Government's Active Travel Group (including repurposing of highways during covid to encourage AT)
<p>Ensure local government input to the new Transport Strategy for Wales, bringing together regional proposals with national objectives and pressing the case for existing regional transport arrangements to form the basis for any move towards Corporate Joint Committees for transport. Ensure Members' views feed into proposals for reform of bus services in Wales.</p>	<ul style="list-style-type: none"> Joint response prepared with CSS on the new WTS Arranged for Welsh Government to attend the four regions' transport meetings to discuss Corporate Joint Committee (CJC) proposals Agreement that CJs will be based on the current four geographic regions and build on existing partnership arrangements in each region
<p>Work with Welsh Government and other partners to assist employees to have more opportunities to work from home, or in a local office, more of the time, where it works for them and for their employer; this will complement the "Transforming Towns" vision and help to create new opportunities for regeneration and economic activity in our towns and communities.</p>	<ul style="list-style-type: none"> Continued input via Spokesperson to the Ministerial Action Group looking at repurposing of town centres Promoted use of 'hubs' as part of the rural manifesto, to enable remote work and help increase footfall in rural town and village centres
<p>Engage with Welsh Government in understanding the changing impacts on town centres in light of the COVID crisis and ensure they remain relevant and sustainable environments, including support for reuse and repair services on high streets.</p>	<ul style="list-style-type: none"> As above, input to Ministerial group Worked with Welsh Government on its Green Recovery Circular Economy Fund which included funding for high street facilities combining repair and reuse, reuse hubs and shops, volunteering in repair/reuse as well as high street recycling hubs for small items
<p>Develop a decarbonisation support programme to support authorities with their plans to reduce their own carbon emissions, in pursuit of the target of a carbon neutral public</p>	<ul style="list-style-type: none"> Decarbonisation Strategy Panel established and meeting monthly, involving senior local authority representation, endorsed by Partnership Council. £200K secured from Welsh Government for first phase of support programme for local authorities

<p>sector by 2030. Continue to support local authorities in addressing biodiversity loss and work to ensure nature-based approaches and upholding of environmental standards are central to 'green recovery' efforts.</p>	<ul style="list-style-type: none"> • Tender issued and framework contract successfully established to provide expert support to the programme • £4.3m secured via Welsh Government and NRW for local authorities to undertake a range of Green Recovery projects aimed at tackling nature loss and improving biodiversity
<p>Continue to support local authorities in their work to respond and adapt to flood and coastal erosion risks and events, including efforts to ensure effective Sustainable Urban Drainage Schemes.</p>	<ul style="list-style-type: none"> • Worked with Welsh Government on offer of up to £95K per local authority for preparedness for winter flood risks • Work initiated to review the 3 Flood and Coastal Erosion Risk Management groups to improve their profile and effectiveness • Commissioned ARUP to undertake an evaluation of the SUDs legislation and impacts on councils and identify options for improvement • Secured ongoing Welsh Government funding for the Wales Coastal Monitoring Centre and signed an inter-authority agreement for managing the WCMC with Conwy, Gwynedd and the Vale of Glamorgan • Contributed to Welsh Government coal tip safety group, reviewing status and allocating funding to support remedial works
<p>Ensure the Senedd consultation on the National Development Framework reflects local planning authority concerns. Influence discussions on the Local Government Bill to ensure Corporate Joint Committee proposals in relation to strategic planning respond to local government concerns, especially around engagement and accountability. Continue to lobby for income from planning applications to meet appropriate costs of delivering the service.</p>	<ul style="list-style-type: none"> • Worked with POSW to input to the Welsh Government consultation on the NDF • Worked closely with Welsh Government to ensure that the regulations brought forward for Strategic Development Plans meet LPAs' needs and that regional CJs will work for local people • WLGA adopted the placemaking charter and have encouraged local authorities to do likewise on a corporate level reflecting the multi- output aims of the charter • A 20% increase in fees for planning and related applications was approved by Welsh Government just before the start of this reporting period (in August 2020)

Public Protection, Emergency Planning, Registration Services, Cemetery and Cremation Services

Local councils preventing ill health, suppressing disease, planning for and responding to emergencies, and allowing legal celebration of life and death

What we sought to achieve for our membership	What we have done in 2020-21
Supporting councils' response to COVID-19	<p>Represented Councils on a number of Covid response meetings including: Test Trace and Protect oversight group; Vaccine delivery oversight group; RCG/SCG meetings; Public Health Wales Strategic Coordinating Support Group; Hospitality sector group; Events sector group; Health Protection Advisory Group; Morals and Ethics Advisory Group; Health and Safety Forum; Outbreak and incident policy development groups; Managing Covid in Care Homes; Mass Fatalities; Funerals, Burials and Cremations Group; Registration (Births and Deaths management); technical briefings; etc</p> <ul style="list-style-type: none">• Worked with the Directors of Public Protection Wales (DPPW) in their critical role of protecting public health and wellbeing and advising and regulating businesses• Ensured the skill and knowledge of DPPW was brought to the fore, ensuring Welsh Government had access to specialists in regulatory public health matters whenever required• Established an online Officer forum for Covid collaboration and decision making to ensure consistency across Wales• Organised, provided the secretariat facilities and contributed to weekly Directors of Public Protection Wales Board Covid meetings• Organised, provided secretariat facilities and contributed to fortnightly/monthly all Wales Directors Covid meetings

	<ul style="list-style-type: none"> • Created a set of key enforcement data used by Welsh Government every three week Covid review cycle – includes data on advice to businesses, enforcement against businesses etc • Liaison and briefings with Emergency Planning Officers group • Support and advice to Registration Services during frequently changing regulatory environments • Support and advice to Cemetery and Cremation Services during frequently changing regulatory environments
Assist Directors of Public Protection Wales to produce a workforce planning business case for reinvestment	<ul style="list-style-type: none"> • Wide recognition that 10 years of austerity has left trading standards, licensing and environmental health services critically weak. Their admirable covid response has highlighted the central role they play within local government, but currently the services are under resourced.
Worked in conjunction with Emergency Planning managers on Covid response	<ul style="list-style-type: none"> • The civil contingency function was fundamental in establishing and supporting the response structures at the local level together with enabling advisory capacity, support and coordination of internal local government response structures. • EP managers activity is fundamental to the local authority statutory contingency planning activity. • Work is ongoing to prepare the case for reinvestment in this particular workforce.
Work with Welsh Government and local authorities to review success of and continue and expand the policy not to charge fees for burial or cremation of children in Wales	<ul style="list-style-type: none"> • Three-year review of the initial MoU agreed between Welsh Government and WLGA was conducted, and found to be a compassionate, effective and efficient policy. Worked with partners to agree an extended policy including providing a financial grant to cover other funeral related costs for bereaved parents.

<p>Worked with Directors of Public Protection Wales and Food Standards Agency in terms of recovery of food law enforcement activity in Wales</p>	<ul style="list-style-type: none"> • As a result of significant resources being redeployed to the covid response, many other business as usual activities have all but stopped. This includes another vital public protection of regulating food businesses to ensure consumer safety. • A (draft) recovery plan in place which provides a flexible framework for restarting risk based, covid safe interventions to fulfil statutory responsibilities.
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WLGA BUSINESS PLAN 2021-22

Purpose

1. To present the WLGA's Business Plan 2021-22.

Background

1. COVID-19 recovery and responding to future outbreaks will dominate the work of local government for much of 2021-22. Councils will look to respond to the Welsh Government's programme for government and the UK Government's regeneration funding and delivery programmes, whilst embedding recent legislative reforms, including the establishment of Corporate Joint Committees, and preparing for the local elections in May 2022.
2. The WLGA will therefore need to continue to be responsive and agile in supporting local authorities in their response to and recovery from the pandemic.
3. The WLGA will seek to build on constructive relationships with the Senedd, Welsh Government and UK Government which have been developed during the pandemic, in particular seeking to shape the Welsh Government's priorities and legislative programme for government and making the case for a fair and sustainable funding for local government.
4. The WLGA's core aims, set out in the Corporate Strategy, remain relevant and will shape our collective approach to our engagement with the Welsh and UK Governments' and Senedd ahead of the local elections in 2022:
 - **Reform, continuous improvement and a commitment to partnership** – local government is committed to sector-led improvement and reform to deliver better outcomes and services and ensuring resources are used as effectively and as efficiently as possible. A continued and constructive commitment to partnership working based on mutual respect and understanding is essential to delivering better outcomes for the people of Wales. Local government leads and supports collaborative local public service reform seeks to ensure the governance of regional services are democratically accountable and, wherever possible, streamlined;
 - **Fair and flexible funding** – councils need greater fiscal autonomy and flexibility to respond to local needs and priorities, with specific grants transferred into the settlement, new national initiatives or legislation costed and fully funded by the Welsh Government and a commitment to multiyear financial settlements;
 - **Commitment to the principle of Subsidiarity** –the WLGA promotes the principle of subsidiarity, where power is transferred to the level of government closest to the people. The WLGA seeks a commitment from the Welsh

Government and the Senedd to the European Charter of Local Self Government. The Welsh Government has a clear national strategic role and sets national outcomes, but councils are best placed to determine what services are prioritised locally and how they are best delivered with maximum and powers should be devolved allowing maximum discretion for councils to respond to community needs and priorities.

5. The WLGA refocused and realigned itself in terms of its governance arrangements, organisational structure and work programme, to support the local government response to the coronavirus pandemic. Leaders met with Ministers on a weekly and, at times, daily basis during the pandemic but these arrangements will be reviewed during the transition to recovery.
6. During 2021-22, the WLGA will return to implementing organisational changes that were initiated before the pandemic, which sought to reform and refresh the organisation in preparedness for the establishment of the new Association for the new municipal term from May 2022.
7. The WLGA will relocate to a new, smaller office location in Cardiff which will provide opportunities for efficiencies, a reduced carbon footprint and a more agile and collaborative approach to work. As part of this process, WLGA organisational and HR policies will be reviewed and new WLGA branding will be introduced alongside a new website to support our communications and public affairs activities.
8. The WLGA will also work with members in reviewing constitutional, governance and political management arrangements and members' allowances and support to ensure that the organisation is prepared for the new Association and new leadership following the election.
9. The WLGA's core priority themes for 2021-22 are:
 - Supporting councils' COVID-19 response and recovery
 - Local Leadership, Freedom and Flexibility
 - Finance
 - Lifelong Learning, Language and Culture
 - Health and Social Care
 - Housing and Community Safety
 - Regeneration and a Resilient Environment
 - Public Protection and Emergency Planning

10. The WLGA's Business Plan for 2021-22 is included in **Annex A**.

Recommendations

11. Members are recommended to agree the WLGA's Business Plan 2021-22.

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ANNEX A

WLGA Business Plan 2021-22



Introduction

1. The WLGA is a politically led cross party organisation that seeks to give local government a strong voice at a national level.
2. It is a membership organisation that represents all 22 local authorities in Wales, the 3 fire and rescue authorities and the 3 national park authorities as associate members.
3. The WLGA's primary aims are to promote, protect, support and develop democratic local government and the interests of local authorities in Wales.
4. The WLGA's Corporate Strategy 2019-22 sets out the WLGA's values, its governance arrangements and how the organisation operates on behalf of its member authorities.

WLGA Priorities 2021-22

5. COVID-19 recovery and responding to future outbreaks will dominate the work of local government for much of 2021-22. Councils will look to respond to the Welsh Government's programme for government and the UK Government's regeneration funding and delivery programmes, whilst embedding recent legislative reforms, including the establishment of Corporate Joint Committees, and preparing for the local elections in May 2022.
6. The WLGA will therefore need to continue to be responsive and agile in supporting local authorities in their response to and recovery from the pandemic.
7. The WLGA will seek to build on constructive relationships with the Senedd, Welsh Government and UK Government which have been developed during the pandemic, in particular seeking to shape the Welsh Government's priorities and legislative programme for government and making the case for a fair and sustainable funding for local government.
8. The WLGA's core aims, set out in the Corporate Strategy, remain relevant and will shape our collective approach to our engagement with the Welsh and UK Governments' and Senedd ahead of the local elections in 2022:
 - **Reform, continuous improvement and a commitment to partnership** – local government is committed to sector-led improvement and reform to deliver better outcomes and services and ensuring resources are used as effectively and as efficiently as possible. A continued and constructive commitment to partnership working based on mutual respect and understanding is essential to delivering better outcomes for the people of Wales. Local government leads and supports

collaborative local public service reform seeks to ensure the governance of regional services are democratically accountable and, wherever possible, streamlined;

- **Fair and flexible funding** – councils need greater fiscal autonomy and flexibility to respond to local needs and priorities, with specific grants transferred into the settlement, new national initiatives or legislation costed and fully funded by the Welsh Government and a commitment to multiyear financial settlements;
- **Commitment to the principle of Subsidiarity** –the WLGA promotes the principle of subsidiarity, where power is transferred to the level of government closest to the people. The WLGA seeks a commitment from the Welsh Government and the Senedd to the European Charter of Local Self Government. The Welsh Government has a clear national strategic role and sets national outcomes, but councils are best placed to determine what services are prioritised locally and how they are best delivered with maximum and powers should be devolved allowing maximum discretion for councils to respond to community needs and priorities.

9. The WLGA refocused and realigned itself in terms of its governance arrangements, organisational structure and work programme, to support the local government response to the coronavirus pandemic. Leaders met with Ministers on a weekly and, at times, daily basis during the pandemic but these arrangements will be reviewed during the transition to recovery.
10. During 2021-22, the WLGA will return to implementing organisational changes that were initiated before the pandemic, which sought to reform and refresh the organisation in preparedness for the establishment of the new Association for the new municipal term from May 2022.
11. The WLGA will relocate to a new, smaller office location in Cardiff which will provide opportunities for efficiencies, a reduced carbon footprint and a more agile and collaborative approach to work. As part of this process, WLGA organisational and HR policies will be reviewed and new WLGA branding will be introduced alongside a new website to support our communications and public affairs activities.
12. The WLGA will also work with members in reviewing constitutional, governance and political management arrangements and members' allowances and support to ensure that the organisation is prepared for the new Association and new leadership following the election.
13. The WLGA's core priority themes for 2021-22 are:
 - **Supporting councils' COVID-19 response and recovery**
 - **Local Leadership, Freedom and Flexibility**
 - **Finance**
 - **Lifelong Learning, Language and Culture**
 - **Health and Social Care**
 - **Housing and Community Safety**
 - **Regeneration and a Resilient Environment**
 - **Public Protection and Emergency Planning**

Supporting councils' COVID-19 response and recovery

The WLGA will:

1. Ensure the political leadership of the WLGA is engaged in and influences the Welsh Government's approach to reviewing restrictions and plans for post-pandemic recovery.
2. Seek to ensure local government funding is prioritised by Welsh Government and UK Government, making the case for additional funding to cover additional pressures and responsibilities and any lost income.
3. Work with professional groups to inform Welsh Government considerations and the development of guidance or regulations in response to reviewing COVID-19 restrictions.
4. Promote sharing of learning and good practice from the pandemic to shape councils' future plans and recovery, including commissioning research and offering COVID-19 Recovery and Renewal Panel sessions, via the LGA, through the WLGA's new improvement programme.
5. Promote social partnership working at local, regional and national levels so that local authority employers, trade unions and other bodies engage in an early and meaningful way about all key policy issues and any proposed changes which might impact upon the local government workforce in Wales.

Local Leadership, Freedom and Flexibility

Councils are respected, empowered and have the freedom and flexibility to respond to local needs

The WLGA will:

6. Champion the role of councillors and council leaders, promoting the reputation of councils, their crucial role and contribution.
7. Proactively engage with the Welsh Government and new Members of the Senedd, promoting local government, local democracy and the [WLGA's manifesto priorities](#) and building awareness and understanding of and respect for local government.
8. Work with the Welsh Government in the development and delivery of its programme for government, and with Members of the Senedd, to ensure any policies, guidance or legislation respects and strengthens local democratic accountability and provides maximum flexibilities and powers for local government.
9. Support local authorities embed the new powers and duties introduced through the Local Government and Elections (Wales) Act 2021 ahead of commencement from May 2022, including the establishment of Corporate Joint Committees and new performance and governance duties.

10. Promote and support improvement and transformation through sector-led improvement, through the work of the Chief Digital Officer and the WLGA's new [improvement programme](#). The WLGA aims to develop and embed peer challenge and support and recruit 80 Welsh peers during 2021-22.
11. Promote equalities, including the 'Diversity in Democracy' campaign to encourage more diverse candidates to stand for election and to promote interest in the democratic process ahead of May 2022 and support authorities in preparing induction programmes, member development and support for newly elected councillors and new leaders, cabinets and senior members.
12. Support authorities to effectively manage their workforce through our role as the Employers' Organisation, with a particular focus on enhancing social partnership working at national and local levels which builds upon authorities' responsibility to determine local workforce issues at a local level following early and meaningful consultation with trade unions and staff alike.
13. Continue to provide an EU Transition Support Programme to local authorities and to engage with the other local government associations and Welsh and UK Governments to ensure local government interests and concerns are heard and addressed. Produce materials and information to assist local authorities in responding to changes and new requirements arising since the ending of the transition period. Run a transition and recovery support programme which links to decarbonisation and green recovery efforts (further details under 'Regeneration and a Resilient Environment' below)

Finance

Financial reform and fair funding for local services

The WLGA will:

14. Lobby for fair and sustainable funding for local public services including evidenced pressures and new responsibilities.
15. Promote greater financial freedoms and flexibilities for councils within a longer-term financial framework including a move towards multiyear settlements.
16. Continue to work towards the incorporation of all specific grants into the core grant and timely financial announcements.
17. Support the Welsh Government's review of local taxation and ensure that is consistent with the WLGA's views on fairness and sustainability.
18. Seek greater powers for councils to explore other sources of income, including new sources of taxation.
19. Lobby the UK and Welsh Governments and support authorities to ensure that welfare reforms and changes to devolved benefits are fair on our communities.

Lifelong Learning, Language and Culture

National education standards delivered at a local level

The WLGA will:

20. Ensure that local government plays a full role working with partners on the national mission to raise standards in schools and improve outcomes for learners, including the new national curriculum for Wales.
21. Continue working with the WJEC, Qualifications Wales and the Welsh Government to make sure the qualifications framework during COVID 19 is fit for purpose and places learners at the heart of the system.
22. Continue to support investment in the 21st Century Schools programme and contribute towards refining the model.
23. Continue to make the case for education to be funded through local authorities and the Revenue Support Grant to endure full flexibility and local determination for their own and schools' budgets.
24. Prioritise social partnership in working with the Welsh Government, trade unions and other bodies to influence the determination of teachers' pay and conditions in Wales, along with the modernisation of working practices in our schools
25. Continue to work with and guide Welsh Government in its desire to support schools causing concern, by encouraging each part of the system - schools, local authorities and consortia – to play an appropriate role in schools making and sustaining progress.
26. Promote and support equalities and diversity and pupil wellbeing as a priority for schools and local authorities through initiatives such as hate crimes in schools programme, period poverty work, healthy eating and school holiday enrichment programmes, as well as aspects of youth support service work.
27. Continue to monitor and scrutinise legislation and funding in relation to children with additional learning needs (ALN).
28. Work with Welsh Government and support schools and local authorities with the implementation of the Curriculum for Wales by 2022.
29. Promote, support and value the contribution of the arts, culture and leisure services to well-being and to local economies.
30. Champion the Welsh language and culture, encouraging and supporting the use of the language in everyday lives and promoting Wales' rich cultural heritage and identity, within Wales and to the world.

Health and Social Care

Ensuring good quality and sustainable social care services for the future

The WLGA will:

31. Support local authorities in responding to the stabilisation and reconstruction of social care in light of COVID-19, working closely with our social care partners and professional groups to strengthen the voice of and promote the work of local government and highlight common issues of concern and / or improved ways of working. Work with Welsh Government and partner organisations in the development of solutions in relation to the future funding of social care, with an ambition of securing long-term sustainable funding for social care services in Wales.
32. Continue to champion and promote the social care workforce and make the case to Welsh Government for parity of esteem with NHS workers and that the workforce is appropriately rewarded for the invaluable work that they undertake.
33. Continue to support implementation of *A Healthier Wales*, ensuring that social care is seen as an equal partner to the NHS, promoting the move - away from health systems centred around hospitals – to ones where health and social care systems focus on place-based communities; primary and community services and wellbeing, addressing people's physical health, mental health and social needs together.
34. Work with Public Health Wales and partner organisations in highlighting local government's contribution to addressing the wider determinants of health through *Building a Healthier Wales* and the provision of preventative services provided by local authorities, Continue to support councils as they seek to intervene with families earlier and prevent problems from escalating. Working with Welsh Government to help ensure councils are able to invest in preventative, universal and early help services so children, young people and families receive the practical, emotional, educational and mental health support they need, as soon as they need it.
35. Work with social partners to ensure a sustainable social care workforce through various social partnership arrangements including the Social Care Fair Work Forum. This includes working with Welsh Government to realise the shared ambition of paying the Real Living Wage to the social care workforce.

Housing and Community Safety

Creating good quality homes and safer communities for people to live and work

The WLGA will:

36. Continue to support the work of local authorities in tackling and preventing homelessness and rough sleeping and ensuring that those brought into temporary accommodation during the pandemic are supported into permanent housing while transforming current and future temporary accommodation provision and homelessness services.
34. Support and enable increased plans for building council houses across Wales to meet housing need, tackle and prevent homelessness and as part of the pandemic recovery activities.
35. Collaborate with Welsh Government and Community Housing Cymru, on behalf of local authorities, in negotiating and developing an appropriate *Housing Pact* setting out shared ambitions, outcomes and requirements covering the Senedd term.
36. Support the implementation of the WLGA's Rural Wales Manifesto, in particular the key ask for housing to reflect local community needs.
37. Continue to contribute to the development and implementation of plans for the decarbonisation of existing homes in Wales, focusing initially on the social housing stock and identifying likely overall resource implications.
38. Continue to contribute to on-going work to improve building safety following the findings of the Hackitt Review and work with local authorities and other partners in implementing the findings and recommendations of the Building Safety Expert Group as set out in the Welsh Governments' Building Safety-White Paper which sets out changes to the law in relation to Housing, Building Regulation and Fire Safety.
39. to contribute to on-going work to improve building safety following the findings of the Hackitt Review and work with local authorities and other partners in implementing the findings and recommendations of the Building Safety Expert Group as set out in the Welsh Governments' Building Safety White Paper which sets out changes to the law in relation to Housing, Building Regulation and Fire Safety.
40. Work closely with local authorities and policing in Wales to support and enhance the coherence and planning of community safety work at local and regional levels and in addressing national strategies and priorities through their local arrangements. Continuing to support the newly established Safer Communities Network, the Safer Communities Board in addition to the WLGA Cabinet Members for Community Safety Network will be a key aspect of this work.
41. Continue to work with the Fire and Rescue Authorities and Welsh Government and to participate in discussions on any potential to widen the role of firefighter's roles, including identified implications.

42. Continue to support Police and Crime Panels through regular engagement with Chairs, Vice Chairs and Lead Officers and to engage with Welsh Government to raise awareness of the role they play in holding Police and Crime Commissioners to account and to help develop closer links between WG and the PCPs in Wales.

Regeneration and a Resilient Environment

Local councils supporting inclusive growth locally, regionally and nationally and promoting a resilient environment for future generations

The WLGA will:

43. Seek to build on the central role afforded to local government under the new funding and delivery arrangements introduced by the UK Government (Community Renewal Fund, Levelling Up Fund). Contribute to efforts to work within the regional framework for investment previously agreed with Welsh Government and other regional development partners. Seek to align local and regional proposals with national objectives, and to avoid gaps in national support for development that could emerge under the new funding arrangements. Develop relations with UK Government and exert influence on the size, shape and operation of the planned Shared Prosperity Fund. Ensure that all funding streams align behind agreed regional and local development priorities, building on the work of the City Deal and Growth Deal partnerships and regional economic frameworks, as well as the National Development Framework and the emerging Strategic Development Plans.

44. Work to progress and publicise the priorities in the WLGA Rural Forum's Manifesto ([WLGA Rural Wales Manifesto - WLGA](#)), making the case to Welsh Government and partners about the need to address the retention of young people, rural infrastructure issues, sustainable tourism, rural housing pressures and town centre revival and community wealth building. We will seek to influence the Welsh Government's planned replacement for Common Agricultural Policy support and the introduction of a new Rural Development Plan.

45. Work with Welsh Government in taking forward its Circular Economy Strategy including the next iteration of statutory recycling targets and plans for new facilities to deal with waste/resources within Wales. Provide continued support for the regional political structures linked to the Ministerial Waste Programme Board in feeding into these matters.

46. Seek to influence UK and Welsh Government plans for the introduction of Extended Producer Responsibility (EPR) and Deposit Return Schemes (DRS). Work with local authorities to collate and model costs of handling packaging waste and managing litter, so they are well-placed to push for full cost recovery under EPR proposals expected by 2023. Participate in the Defra working group reviewing DRS and facilitate pilot work on DRS at home to promote the use of kerbside services within DRS

47. Continue to lobby for new ways of maintaining the highway network (including county, unadopted roads and active travel routes) through a long-term investment programme. Provide support to local authorities in working with Welsh Government on plans to introduce a new default 20mph speed limit, civil enforcement of pavement parking obstructions, and a new Road Safety Framework.

48. Ensure Members' views feed into proposals for reform of bus and taxi services in Wales. Input to new legislation expected to be included in Welsh Government's legislative plans.

49. Support local authorities in the build-up to the introduction of Corporate Joint Committees (CJCs). Share learning and good practice across the four regions as aspects of strategic planning, transport and economic well-being are considered for inclusion within the remit of CJCs. Support work to better integrate these functions at regional level to get the best outcomes for communities.

50. Work with Welsh Government and other partners to assist employees to have more opportunities to work from home, or in a local office, more of the time, where it works for them and for their employer; this will complement the "Transforming Towns" vision and help to create new opportunities for regeneration and economic activity in our towns and communities. Work with Local Planning Authorities and Welsh Government to ensure that the planning function remains flexible and responsive to these changing needs.

51. Engage with Welsh Government in understanding the changing impacts on town centres as we emerge from the COVID crisis and ensure they remain relevant and sustainable environments, including support for reuse and repair services on high streets.

52. Develop a decarbonisation support programme to support authorities with their plans to reduce their own carbon emissions, in pursuit of the target of a carbon neutral public sector by 2030. Continue to support local authorities in addressing biodiversity loss and work to ensure nature-based approaches and upholding of environmental standards are central to 'green recovery' efforts.

53. Continue to support local authorities in their work to respond and adapt to flood, coastal erosion and coal tip risks and events, including efforts to ensure effective Sustainable Urban Drainage Schemes and responding to emerging environmental constraints such as phosphates. Continue lobbying WG through our membership of the WG Flood & Coastal Erosion Risk Management Capital Programme Board to ensure suitable funding is allocated to protect communities and infrastructure. Support the updating of strategic plans (Shoreline Management Plans, Local Flood Risk Management Strategies). Collaborate with Natural Resources Wales to develop courses to develop workforce skills and for the next generation of flood risk professionals. Continue cross-border work with LGA sharing expertise and good practice around coastal adaptation.

54. Progress work on planning fees to ensure that services are fully funded. Support the development of the structures and regulations to allow Strategic Development Plans to progress. Update the planning guidance for new Members and supporting materials to ensure that all Members have the necessary information to discharge their duties in planning.

Public Protection and Emergency Planning

Local councils preventing ill health, suppressing disease, planning for and responding to emergencies, and allowing legal celebration of life and death

The WLGA will

55. Begin a series of regular meetings for Public Protection portfolio holders, which will give lead Members an opportunity to be updated on and discuss related matters.
56. Work with Local Authorities Public Protection and Emergency Planning teams to produce business cases, examining the current workforce pressures, and setting out the case for reinvestment in skills and knowledge within these service areas
57. Continue to develop relationships and work with external partners including for the Food Standards Agency Wales, to coproduce policy, resilience, priorities, delivery mechanisms and service design
58. Work with Welsh Government to deliver a modern legislative framework for private hire and taxi vehicles to operate more safely in Wales

ANNUAL REPORT OF THE WLGA AUDIT COMMITTEE 2020-21**Purpose**

1. To seek Council's endorsement for the Annual Report of the WLGA's Audit Committee which follows as Annex 1.

Background

2. The Audit Committee last met on the 16th April 2021. This annual report covers the short period since the last WLGA AGM in October 2020. The report provides an overview of the work undertaken by the Committee during 2020-21 in accordance with its terms of reference.

Recommendation

- 3. Council is asked to endorse the annual report of the Audit Committee.**

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ANNEX 1

THE ANNUAL REPORT OF THE WLGA AUDIT COMMITTEE 2020-21

Membership of the WLGA Audit Committee 2020-21

Chair Cllr Linda Evans (Carmarthenshire) – Plaid Cymru
Vice Chair Cllr Christopher Weaver (Cardiff) – Labour
 Cllr Maureen Webber (Rhondda Cynon Taf) – Labour
 Cllr Julian Thompson-Hill (Denbighshire) – Conservative
 Cllr Rosemarie Harris (Powys) – Independent

Terms of Reference of the Audit Committee

The terms of reference and responsibilities of the Audit Committee derive from the WLGA Constitution.

The Audit Committee has overall responsibility for monitoring the integrity of the financial statements of the Association, and for overseeing the internal control and risk management systems.

The Audit Committee:

- Reviews the financial statements prepared for the Association, specifically to consider whether appropriate accounting policies have been followed and whether there are concerns arising from the financial statements or from the audit that need to be brought to the attention of the Executive Board or Council.
- Monitors the processes relating to the management of the Association's overall risks, internal controls and corporate governance arrangements and consider the level of assurance that can be taken from those processes.
- Oversees the appointments of external auditors, commission work from internal and/or external audit as appropriate, monitor the operation of internal and external audit processes for the Association and seek expert advice where necessary to provide independent internal or external assurance on key issues.
- Considers issues of probity and conduct and agree action necessary to ensure that the practice for the Association and its associated companies reflects an appropriate ethical framework.
- Presents an annual report to the Council, detailing the activities of the Committee during the year and an assessment of the adequacy and effectiveness of the internal control framework of the Association.

Meetings of the Audit Committee

Copies of the agendas and reports to the WLGA Audit Committee meetings held during the 2020-2021 Council term are available on the WLGA's website:

- WLGA Audit Committee held [16th April 2021](#) via MS Teams

This Annual Report of the WLGA Audit Committee spans the short Council Term during 2020-21 where there was only one meeting of the committee.

WLGA External Auditors

In October 2020 the Audit Committee confirmed the appointment of Bevan Buckland LLP as the external Auditors to the WLGA for 2020-21 (financial year) to undertake the audit of the WLGA financial statements for the relevant financial years.

At the April meeting, Bevan Buckland LLP presented the proposed Audit Plan for the audit of the Welsh Local Government Association for the year ending 31 March 2021. The auditors presented three potential areas of significant risk this year:

- revenue recognition (including inappropriate recognition of receipts received in an agency capacity);
- management override of controls – manipulation of accounts to make them look better than they are; and,
- insufficient recognition of dilapidation provision - in relation to the move from Local Government House.

Additional areas of audit focus were also highlighted and will be monitored:

- the impact of the Covid-19 pandemic and the resulting restrictions on Going Concern;
- recognition and disclosure of the pension liability and associated movements during the year; and,
- Recognition & recoverability of grant debtors.

The Interim Audit had gone smoothly, and the Final Audit will commence 28 June 2021.

Risk Management and Business Continuity

The Audit Committee reviewed the WLGA Strategic Risk Register at each meeting following a quarterly review by the WLGA Strategic Management Team. The Committee looked at the weighting ascribed to each risk and the mitigating factors to be applied to address those risks to ameliorate or remove them.

The Committee noted that the impact of covid continues to shape the risk environment. And that a lot of effort has gone into the risk mitigations around engagement with Welsh Government, communications with elected members and WLGA staff. It also noted the

importance on effective governance which is a risk for all local authorities and organisations.

WLGA Members Allowances

The Audit Committee approved the WLGA Members' Allowances Scheme for WLGA Office Holders for the Council term 2020-21 in October 2019.

The 2021-22 Scheme was approved in October 2020 based on the decision in the previous year to align them with any Senior Salary uplift for councillors set by the Independent Remuneration Panel for Wales.

The Committee recommended that a wider review of WLGA Members' Allowances is commissioned over the next 18 months to be introduced for the new Association membership from the next municipal term in 2022-23.

Other issues

At various points the Audit Committee also received reports on:

- the Accommodation Review;
- updates on the Internal Control questionnaire; and,
- the Future Work Programme.

ADRODDIAD BLYNYDDOL AR SAFONAU'R IAITH GYMRAEG 2019-20

Pwrpas

1. Bod yr aelodau'n derbyn ac yn cymeradwyo Adroddiad Blynnyddol CLILC ar Safonau'r Iaith Gymraeg ar gyfer 2019-2020.

Cefndir

2. Cynhaliodd Comisiynydd y Gymraeg adolygiad o CLILC rhwng mis Tachwedd 2014 a Chwefror 2015. Yna cynhyrchwyd adroddiad safonau yn amlinellu casgliadau'r ymchwiliad ar gyfer Gweinidogion Cymru ym mis Mai 2015 ac fe'i rannwyd gyda CLILC hefyd.
3. Ym mis Hydref 2015, amlygodd Comisiynydd y Gymraeg ymateb llawn Gweinidogion Cymru i'r adroddiad ynghyd â'r amserlen arfaethedig ar gyfer cyflwyno safonau'r Gymraeg ar gyfer CLILC.
4. Daeth Rheoliadau Safonau'r Gymraeg (Rhif 2) 2016 i rym ar 16 Chwefror 2016, yna rhoddwyd awdurdod i Gomisiynydd y Gymraeg i gyflwyno rhybudd i CLILC yn ei gwneud yn ofynnol i gydymffurfio ag un neu fwy o'r safonau.
5. Cynhaliwyd cyfnod o ymgynghori rhwng 31 Mawrth 2016 tan 26 Mai 2016.
6. Mewn ymateb i ymholiadau pellach a godwyd gan CLILC, cyflwynodd Comisiynydd y Gymraeg lythyr penderfyniad ynghyd â rhybudd cydymffurfio diwygiedig ym mis Mai 2017.
7. Ym mis Medi 2018, cyhoeddodd CLILC Adroddiad Blynnyddol cyntaf yn cynnwys y cyfnod 1 Ebrill i 31 Mawrth 2019. Mae'r trydydd Adroddiad Blynnyddol yn cynnwys y cyfnod 1 Ebrill 2019 i 31 Mawrth 2020.

Argymhellion

8. **Gofynnir i'r aelodau dderbyn a chymeradwyo Adroddiad Blynnyddol ar Safonau'r Iaith Gymraeg CLILC 2018-19 ar gyfer eu cyhoeddi.**

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Pennaeth Addysg
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Safonau'r Gymraeg CLILC

Adroddiad Blynnyddol 2019-20

Cymdeithas Llywodraeth Leol Cymru

Prif ddibenion Cymdeithas Llywodraeth Leol Cymru (CLILC) yw hyrwyddo llywodraeth leol well, ei henw da a chefnogi awdurdodau i ddatblygu polisiau a blaenoriaethau a fydd yn gwella gwasanaethau cyhoeddus a democratiaeth.

Mae'n cynrychioli'r 22 awdurdod lleol yng Nghymru ac mae'r tri awdurdod Tân ac achub ac awdurdodau'r tri pharc cenedlaethol yn aelodau cyswllt.

Cymdeithas Llywodraeth Leol Cymru

Tŷ Llywodraeth Leol

Rhodfa Drake

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Cyhoeddwyd: Ebrill 2021

Hawlfraint: Cymdeithas Llywodraeth Leol Cymru

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1. Cyflwyniad

Mae Cymdeithas Llywodraeth Leol Cymru (y cyfeirir ato fel CLILC neu'r 'Gymdeithas' wedi hyn) wedi ymrwymo'n llwyr i gydymffurfio â Safonau'r Gymraeg a osodwyd gan Lywodraeth Cymru o dan Adran 44 Mesur Y Gymraeg (Cymru) 2011.

Mae'r safonau hyn yn nodi'r disgwyliadau clir ar CLILC i ddarparu gwasanaethau yn Gymraeg, ac i hyrwyddo'r defnydd o'r Gymraeg drwy ein holl wasanaethau.

Mae safonau'r Gymraeg sy'n berthnasol i'r Gymdeithas wedi'u nodi mewn pedwar categori:

- Darparu Gwasanaethau
- Llunio Polisi
- Gweithredol
- Cadw Cofnodion

Mae'r Adroddiad Blynnyddol yn adolygu cydymffurfiad CLILC gyda Safonau'r Gymraeg perthnasol o 1 Ebrill 2019 i 31 Mawrth 2020.

Mae Safonau'r Gymraeg a Pholisi Cwynion CLILC ar gael i'w gweld ar dudalen ddynodedig ar wefan CLILC: <http://wlga.wales/welsh-language-standards>

2. Cefndir

Cynhaliodd Comisiynydd y Gymraeg adolygiad o CLILC rhwng mis Tachwedd 2014 a Chwefror 2015. Yna cynhyrchwyd adroddiad safonau yn amlinellu casgliadau'r ymchwiliad ar gyfer Gweinidogion Cymru ym mis Mai 2015 ac fe'i rannwyd gyda CLILC hefyd.

Ym mis Hydref 2015, amlygodd Comisiynydd y Gymraeg ymateb llawn Gweinidogion Cymru i'r adroddiad ynghyd â'r amserlen arfaethedig ar gyfer cyflwyno safonau'r Gymraeg ar gyfer CLILC.

Daeth Rheoliadau Safonau'r Gymraeg (Rhif 2) 2016 i rym ar 16 Chwefror 2016, yna rhoddwyd awdurdod i Gomisiynydd y Gymraeg i gyflwyno rhybudd i CLILC yn ei gwneud yn ofynnol i gydymffurfio ag un neu fwy o'r safonau.

Cynhalwyd cyfnod o ymgynghori rhwng 31 Mawrth 2016 tan 26 Mai 2016.

Mewn ymateb i ymholiadau pellach a godwyd gan CLILC, cyflwynodd Comisiynydd y Gymraeg lythyr penderfyniad ynghyd â rhybudd cydymffurfio diwygiedig ym mis Mai 2017.

Ym mis Medi 2018, cyhoeddodd CLILC Adroddiad Blynnyddol cyntaf yn cynnwys y cyfnod 1 Ebrill i 31 Mawrth 2018. Mae'r trydydd Adroddiad Blynnyddol yn cynnwys y cyfnod 1 Ebrill 2019 i 31 Mawrth 2020.

3. Ein Safonau

Mae Safonau'r Gymraeg yn cynnwys pum maes o safonau – 'darpariaeth gwasanaeth', 'gweithredol', 'llunio polisi', 'cadw cofnodion' a 'hyrwyddo'; nid oes gan CLILC safonau o dan faes 'hyrwyddo'.

Tabl 1 – Nifer safonau Iaith Gymraeg CLILC fesul maes

Maes Safon	Nifer y safonau
Darparu Gwasanaethau	66
Gweithredol	10
Llunio Polisi	46
Cadw Cofnodion	8

Tabl 2 – Nifer safonau Iaith Gymraeg ategol CLILC fesul maes

Maes Safon	Nifer y safonau
Darparu Gwasanaethau	12
Gweithredol	6
Llunio Polisi	-
Cadw Cofnodion	2



Mae safonau Iaith Gymraeg CLILC yn eiddo corfforaethol.

Mae'r Adroddiad Blynnyddol wedi'i gymeradwyo gan Arweinydd CLILC gyda'r golwg i geisio cymeradwyaeth yr aelodaeth lawn yng nghyfarfod Cyngor CLILC.

Mae Prif Weithredwr CLILC yn gyfrifol am sicrhau ein bod yn dilyn y gweithdrefnau sydd gan y gymdeithas yn eu lle i fonitro a sicrhau cydymffurfiaeth gyda'r safonau.

Mae gan yr holl aelodau staff gyfrifoldeb i sicrhau eu bod yn cydymffurfio â'r safonau, ac yn ogystal â chopïau o Safonau Iaith Gymraeg CLILC, mae canllawiau cynhwysfawr wedi'u cyflwyno i'r staff fel cyfeirnod ac i gynorthwyo gyda hyn.

Mae Uwch Dîm Rheoli CLILC yn croesawu ac yn annog yr holl ymholaiedau ac unrhyw syniadau sy'n gwella sut y gallwn gefnogi a hyrwyddo'r defnydd o'r Gymraeg, gan gynnwys fel bo'n briodol unrhyw argymhellion sy'n codi o waith Commisiynydd yr Iaith Gymraeg.

Mae CLILC yn hyrwyddo hyfforddiant ar yr iaith Gymraeg ar gyfer y staff. Gall unrhyw aelod o staff sy'n dymuno defnyddio neu ddysgu Cymraeg drafod hyn ar unrhyw adeg gyda'u rheolwyr atebol, a darperir cefnogaeth ar gyfer y rhai sy'n dymuno ymgymryd â hyfforddiant gyda CLILC yn darparu amser o'r gwaith i fynychu cyrsiau a /neu dalu am ffioedd cyrsiau (yn dibynnu ar lefel y cwrs sy'n cael ei gyflawni). Mae anghenion datblygiad a hyfforddiant personol staff yn cael eu trin yn benodol fel rhan o Gynllun Gwerthuso Staff CLILC.

Cyhoeddi'r safonau a chydymffurfiaeth CLILC

Gellir lawrlwytho dogfen yn rhestru'r safonau sy'n berthnasol i CLILC, y mesurau a gymerwyd i sicrhau cydymffurfiaeth ac yn nodi sut yr ydym yn monitro cydymffurfiaeth o wefan CLILC a gellir gweld y ddogfen ym mhrrif dderbynfa CLILC:

<http://wlga.wales/SharedFiles/Download.aspx?pageid=62&mid=665&fileid=858>

Cwynion

Mae Polisi Cwynion ar gael ar ein gwefan ac mae copiâu ar gael yn ein swyddfeydd.

<http://wlga.wales/SharedFiles/Download.aspx?pageid=62&mid=665&fileid=860>

Yn ystod 2019-20 ni dderbyniodd CLILC unrhyw geisiadau am gopiâu o Bolisi Cwynion CLILC.

Ceisiadau am W wybodaeth gan y Comisiynydd

Mae dyletswydd ar CLILC i ddarparu gwybodaeth ynglŷn â sut y mae'n cydymffurfio â'r safonau.

Ym mis Medi 2019, cynhaliodd Comisiynydd y Gymraeg astudiaeth thematig a gofynnodd i CLILC ddarparu gwybodaeth ar gydymffurfiaeth â Safon 147, sef y rhwymedigaeth i gadw copi o bob asesiad a gynhelir yn unol â Safon 132 o safbwyt Sgiliau Iaith Gymraeg y gellid fod eu hangen mewn perthynas â swyddi newydd neu swyddi gwag.

Darparwyd copiâu o bob cofnod perthnasol o'r cyfnod rhwng 1/4/2019 a 30/9/2019, gan gynnwys cadarnhad o'r nifer o swyddi gwag a swyddi newydd a hysbysebwyd a'r nifer o swyddi lle aseswyd yr angen am Sgiliau Iaith Gymraeg.

3.1 Safonau Cyflenwi Gwasanaethau

Mae Safonau Cyflenwi Gwasanaethau yn ymwneud â sut mae CLILC yn rhyngweithio gyda'i gwsmeriaid a budd-ddeiliaid

Gohebiaeth Ysgrifenedig



Os nad yw dewis iaith yr unigolyn yr ydym yn cysylltu â nhw yn hysbys, yna mae'r holl ohebiaeth yn ddwyieithog, gyda'r Gymraeg yn gyntaf naill ai ar y chwith neu uwchben y testun Saesneg.

Mae CLILC yn cofnodi dewis iaith unigolion.

Wrth gyfathrebu gyda grwpiau o bobl, mae'r holl ohebiaeth yn cael ei gyflwyno'n ddwyieithog. Os yw grŵp a drefnir gan CLILC yn mynegi dewis iaith, yna fe gofnodir y dewis iaith a defnyddir yr iaith honno wedi hynny.

Galwadau ffôn



Mae CLILC yn annog staff i ddefnyddio eu Cymraeg yn y Gweithle ac wedi datblygu polisi penodol ar 'Ddefnyddio'r Gymraeg yn y Gweithle'.

Mae prif rif ffôn CLILC yn cael ei weithredu gan dderbynnydd dwyieithog.

Cyflwynwyd canllawiau staff ar Safonau Iaith Gymraeg CLILC sy'n nodi:

- Y cyfarchiadau llafar y dylid eu defnyddio a chynnwys negeseuon wedi'u recordio ar gyfer ffonau swyddfa a ffonau symudol gyda'r Gymraeg yn gyntaf
- Sut i ddelio â galwadau ffôn, a chysylltu â rhywun dros y ffôn am y tro cyntaf
- Sut i gofnodi dewis iaith

Mae'r Canllawiau yn nodi efallai bod rhai aelodau o staff nad ydynt yn ddigon hyderus yn eu datblygiad personol i gynnal sgwrs yn Gymraeg ac os mai dyna'r achos gallant drosglwyddo'r alwad i gydwieithiwr sydd wedi cytuno i ddarparu cefnogaeth Cymraeg. Yr eithriadau lle na ellir trosglwyddo galwadau o'r fath yw:

- Pan fo'r sawl sy'n ffonio angen cyngor penodol ac nid oes siaradwr Cymraeg y wybodaeth gofynnol / dealltwriaeth o'r pwnc;
- Pan fo'r sawl sy'n galw angen cyngor penodol, ac nad oes siaradwr Cymraeg ar gael.

Cyfarfodydd



Mae Canllawiau Staff CLILC hefyd yn nodi beth sy'n rhaid ei wneud pan fo staff yn gwahodd rhywun i gyfarfod, neu pan fo mwy nag un person yn cael eu gwahodd i'r un cyfarfod.

Ar gyfer unigolion sy'n dymuno defnyddio Cymraeg mewn cyfarfod, bydd CLILC yn trefnu bod gwasanaethau cyfieithu Cymraeg ar gael, oni bai bod yr aelod o staff sy'n cynnal y cyfarfod gyda'r unigolyn yn gallu siarad Cymraeg yn rhugl.

Bydd CLILC yn trefnu gwasanaethau cyfieithu Cymraeg ar gyfer cyfarfodydd sydd â deg neu fwy o bobl (gan gynnwys staff CLILC) pan fo trothwy o 10% o'r rhai sy'n mynchy'u'r cyfarfod sy'n dymuno defnyddio'r Gymraeg.

Ar gyfer cyfarfodydd sydd ar agor i'r cyhoedd:

- Caiff gwahoddiadau eu hanfon yn ddwyieithog, gyda'r Gymraeg yn gyntaf
- Gofynnir i siaradwyr a ydynt yn dymuno siarad yn Gymraeg, ac fe'u hanogir i wneud hynny
- Darperir cyfieithu Cymraeg ar y pryd bob amser
- Bydd yr unigolyn sy'n cadeirio'r cyfarfod yn dweud wrth bawb sy'n bresennol bod gwasanaethu cyfieithu ar y pryd yn Gymraeg ar gael, gan bwysleisio bod croeso i bawb ddefnyddio'r Gymraeg
- Bydd unrhyw arwyddion yn ddwyieithog, gyda'r Gymraeg yn gyntaf
- Bydd unrhyw gyhoeddusrwydd a deunydd hysbysebu yn ddwyieithog, gyda'r Gymraeg yn gyntaf
- Bydd unrhyw ffurflenni'n ddwyieithog, gyda'r Gymraeg yn gyntaf

Digwyddiadau

Caiff digwyddiadau eu trafod yng Nghanllaw Corfforaethol CLILC.

- Caiff pob cyhoeddusrwydd ei ddosbarthu'n ddwyieithog, gyda'r Gymraeg yn gyntaf
- Bydd ffurflenni archebu, rhestrau presenoldeb a ffurflenni adborth yn ddwyieithog gyda'r Gymraeg yn gyntaf
- Gofynnir i siaradwyr a ydynt yn dymuno siarad yn Gymraeg, ac fe'u hanogir i wneud hynny
- Darperir cyfieithu Cymraeg ar y pryd bob amser
- Bydd yr unigolyn sy'n cadeirio'r cyfarfod yn dweud wrth bawb sy'n bresennol bod gwasanaethu cyfieithu ar y pryd yn Gymraeg ar gael, gan bwysleisio bod croeso i

bawb ddefnyddio'r Gymraeg

- Caiff pob deunydd ysgrifenedig ei ddarparu'n Gymraeg (h.y. Rhaglenni Cynhadledd)
- Mae cyflwyniadau ar gael yn Gymraeg
- Bydd staff sy'n mynd i ddigwyddiadau yn cael eu hannog i wisgo bathodynnau a chortyn sy'n dangos eu bod yn gallu siarad Cymraeg

Cyhoeddusrwydd, Arwyddion a Deunyddiau

Mae Cyhoeddusrwydd, Arwyddion a Deunyddiau yn cael eu trin yng Nghanllaw Corfforaethol CLILC, ac ymhob achos maent yn glynw at yr egwyddorion cynllunio dwyieithog.

Pan mae fersiwn Cymraeg a Saesneg o unrhyw arwydd, bydd y fersiwn Gymraeg yn cael ei leoli lle mae'n debygol y bydd yn cael ei ddarllen yn gyntaf, un ai uwchben neu i'r chwith o'r fersiwn Saesneg.

Mae pob arwydd CLILC tu allan a thu mewn i'r adeilad, gan gynnwys ardal y dderbynfa yn ddwyieithog, gyda'r Gymraeg wedi'i lleoli i'w darllen yn gyntaf.

O 1 Ionawr, 2018 ymlaen, mae CLILC wedi mynd i gytundeb cyfreithiol gyda Chyngor Bwrdeistref Sirol Conwy ar gyfer darpariaeth gwasanaethau cyfieithu Cymraeg/Saesneg ar gyfer:

- Cyfieithu dogfennau ysgrifenedig o Saesneg i Gymraeg
- Cyfieithu dogfennau ysgrifenedig o Gymraeg i Saesneg
- Caiff cronfa ddata o'r ceisiadau gwaith sy'n cael eu gwneud a'u cwblhau ei sefydlu a'i reoli; bwriad y gronfa ddata hon yw sicrhau nad yw ceisiadau am ddogfennau unfath sy'n cael eu hanfon yn unigol i'w cyfieithu yn cael eu hail-gyfieithu, a hefyd y gellir nodi dogfennau tebyg a gwerthuso'r anghenion cyfieithu i leihau dyblygiad
- Prawf ddarllen i reoli ansawdd deunydd wedi'i gyfieithu

Caiff y cytundeb hwn ei adolygu yn gyson ac ystyrir ei fod yn gweithio'n dda ac yn unol â'r contract. Mae Cofrestr Risg y gymdeithas hefyd yn rhestru'r cytundeb o dan 'cefnogaeth busnes'; caiff y Gofrestr Risg ei graffu gan Bwyllgor Archwilio CLILC fel rhan o'i gylch gwaith.

Y Wefan a'r Cyfryngau Cymdeithasol

Mae gwefan CLILC a defnydd o'r Cyfryngau Cymdeithasol yn cael eu trin yng Nghanllaw Corfforaethol CLILC.

Mae gwefan CLILC yn ddwyieithog ac yn caniatáu i'r defnyddiwr doglo rhwng tudalennau Cymraeg a Saesneg. Mae eithriad i rai dogfennau penodol yn cael eu nodi dan Safon #36. <https://www.wlga.cymru/home>

Bydd negeseuon ar gyfrif Twitter CLILC yn cael eu cyhoeddi yn Gymraeg ac yn Saesneg gan nad yw cyfyngiadau nodau yn caniatáu tweets dwyieithog; caiff y fersiwn Cymraeg ei gyhoeddi'n gyntaf.

<https://twitter.com/WelshLGA>

Y Dderbynfa



Mae staff ein derbynfa yn ddwyieithog, ac maent hefyd yn gweithredu'r prif rif ffôn, ac ymseg dyletswyddau eraill maent yn monitro ac yn cydlynu ymatebion i ymholiadau cyffredinol yn y blychau e-bost.

Rydym yn arddangos arwydd yn ein derbynfa yn Gymraeg ac yn Saesneg, sy'n annog ymwelwyr i ddefnyddio'r Gymraeg.

Gofynnir i bob aelod o staff wisgo cortyn neu fathodyn Cymraeg yn y Gweithle a rhoi gwybod i ymwelwyr eu bod yn gallu siarad Cymraeg.

Roedd rhai newidiadau o ran y personel oedd ar y dderbynfa yn ystod y cyfnod a gynhwysir yn yr Adroddiad Blynnyddol hwn; gwiriwyd sgiliau Cymraeg ysgrifenedig a llafar y rhai a ddewiswyd ar gyfer eu cyfweld fel rhan o'r broses ddethol.

Llofnodion e-bost a negeseuon awtomatig



Mae llofnodion e-bost a negeseuon awtomatig yn cael eu trin yn y Canllaw Corfforaethol.

Anogir i staff ychwanegu'r symbol Cymraeg yn y Gweithle pan maent yn teimlo'n gyfforddus gwneud hynny.

Mae pob llofnod e-bost yn ddwyieithog, gyda'r Gymraeg yn gyntaf a phob un yn pwysleisio bod CLILC yn croesawu cyfatebiaeth yn Gymraeg ac yn Saesneg sy'n rhoi sicrwydd bod y ddwy iaith yn cael eu trin yr un peth.

Contractau

Mae hysbysebion a dogfennau cysylltiol ar gael yn Gymraeg a Saesneg ac mae CLILC yn croesawu cyfatebiaeth yn y ddwy iaith.

Ni gyhoeddodd CLILC unrhyw gontactau tendro yn ystod y cyfnod a gynhwysir yn yr Adroddiad Blynnyddol hwn.

Codi Ymwybyddiaeth o Wasanaethau yn y Gymraeg

Mae CLILC yn sicrhau bod aelodau etholedig a swyddogion sy'n cael eu cynnwys yn ein hawdurdodau aelod ac awdurdodau aelod cyswllt, a'r cyhoedd, yn deall pa wasanaethau y medrwn eu darparu yn Gymraeg.

Mae CLILC yn annog staff i ddefnyddio eu Gymraeg yn eu gweithle ac mae hyn wrth wraidd polisi 'Defnyddio Gymraeg yn y Gweithle'.

3.2 Safonau Gweithredu

Mae'r safonau hyn yn ymwneud â defnydd mewnol awdurdod o'r Gymraeg

Defnyddio Cymraeg yn y Gweithle

Mae CLILC yn annog eu staff i ddefnyddio Cymraeg yn y Gweithle, ac maent wedi datblygu polisi penodol ar 'Ddefnyddio Cymraeg yn y Gweithle' sy'n ychwanegol at Ganllaw manwl i Staff ar safonau iaith Gymraeg CLILC.

Mae pob aelod o staff yn cael y dewis i dderbyn dogfennau, ffurflenni a chyfatebiaeth yn ymwneud â'u swyddi yn Gymraeg.

Mae dewisiadau iaith staff yn cael eu cofnodi.

Pan fo'n bosib, mae rhngwynebau meddalwedd yn cael eu darparu yn y Gymraeg, yn ogystal â phecynnau iaith a rhngwynebau ar gyfer Windows a Microsoft Word.

Anogir staff i ddefnyddio meddalwedd gwirio gramadeg a sillafu'r Gymraeg a Microsoft Translate (sydd wedi cael ei ddatblygu gan Gynulliad Cenedlaethol Cymru), fodd bynnag, dosbarthwyd canllaw yn rhybuddio yn erbyn gorddibyniaeth neu fodlonrwydd i ddefnyddio meddalwedd ar-lein yn hytrach na'r Gwasanaethau Cyfieithu.

Cyfieithir unrhyw bolisiau mewnol CLILC a'u rhoi ar gael yn Gymraeg; rydym yn gobeithio cyfieithu bob polisi o'r fath erbyn mis Hydref 2018.

Anogir staff i wisgo bathodynau a chortyn sy'n dangos eu bod yn gallu siarad Cymraeg.

Cynigir cyfleoedd hyfforddiant i'r aelodau hynny o staff sy'n dymuno dysgu neu wella ei sgiliau iaith Gymraeg, ac mae cyfle i unrhyw aelod o staff wneud cais o'r fath, unrhyw bryd i'w rheolwyr atebol.

Sgiliau Iaith Gymraeg y Gweithlu

Yn ystod y cyfnod yn arwain ar weithrediad safonau iaith Gymraeg CLILC, roedd gofyn i staff gwblhau arolwg ar-lein i sefydlu archwiliad llinell sylfaen o sgiliau iaith Gymraeg yn y sefydliad a phennu lefelau diddordeb staff mewn datblygu, neu wella sgiliau gwrando, darllen, siarad ac ysgrifennu yn y Gymraeg.

Mae copi o Arolwg Sgiliau Iaith Gymraeg CLILC i'w weld yn **Atodiad A**.

Tabl 3 - Archwiliad Llinell Sylfaen o Sgiliau Iaith Gymraeg CLILC Mawrth 2017
 (64 o ymatebion)

3a: Lefel Sgiliau Gwrando yn y Gymraeg	Nifer:	%
Dim sgiliau	40	62.5
Deall ymholiadau sylfaenol yn y Gymraeg - 'Ble mae ...?', Ga I siarad â ...?'	8	12.5
Deall sgwrs gymdeithasol sylfaenol yn y Gymraeg	3	4.7
Gallu dilyn sgyrsiau cyson sy'n cynnwys materion gwaith rhwng siaradwyr Cymraeg rhugl	3	4.7
Gallu dilyn y rhan fwyaf o sgyrsiau yn ymwneud â gwaith gan gynnwys sgyrsiau mewn grŵp	3	4.7
Deall pob sgwrs yn ymwneud â gwaith	7	10.9

3b: Lefel Sgiliau Darllen yn y Gymraeg	Nifer:	%
Dim sgiliau	36	56.3
Gallu darllen geiriau ac ymadroddion sylfaenol, e.e. arwyddion neu nodiadau byr, syml	13	20.3
Gallu darllen deunydd sylfaenol yn ymwneud â gwaith (yn araf)	3	4.7
Gallu darllen deunydd cyson gyda geiriadur	3	4.7
Gallu darllen y rhan fwyaf o ddeunydd yn eu maes eu hunain	2	3.1
Deall pob deunydd yn ymwneud â gwaith	7	10.9

3c: Lefel Sgiliau Siarad yn y Gymraeg	Nifer:	%
Dim sgiliau	39	60.9
Gallu cynnal sgwrs cyffredinol (cyfarchion, enwau, ymadroddion a enwau lleoedd)	11	17.2
Gallu ateb ymholiadau syml yn ymwneud â gwaith	1	1.6
Gallu cynnal sgwrs gyda rhywun arall, gydag ychydig o oedi, yn ymwneud â materion gwaith cyson	2	3.1
Gallu siarad yr iaith yn y rhan fwyaf o sefyllfaoedd gan ddefnyddio rhai geiriau Saesneg	4	6.3
Rhugl – gallu cynnal sgwrs ac ateb cwestiynau am gyfnod hirach o amser pan fo hynny'n briodol	7	10.9

3d: Lefel Sgiliau Ysgrifennu yn y Gymraeg	Nifer:	%
Dim sgiliau	46	71.9
Gallu ysgrifennu negeseuon sylfaenol - 'Diolch am y llythyr'. Dyma gopi o'r map.'	5	7.8
Gallu ateb gohebiaeth syml gyda chymorth	2	3.1
Gallu drafftio testun cyson, gyda chymorth wrth olygu	2	3.1
Gallu paratoi'r rhan fwyaf o ddeunydd ysgrifenedig yn y maes gwaith perthnasol, gyda ychydig o gymorth yn nhermau golygu	4	6.3
Crefftus – gallu cwblhau darn ysgrifenedig o waith cymhleth heb yr angen i'w olygu	5	7.8

Dylid gofyn i staff feddwl am sut y gallent ddefnyddio'r Gymraeg yn y gweithle, ac a fyddai diddordeb ganddynt mewn cyfleoedd i ddysgu, datblygu a gwella eu sgiliau

3e: Lefel Sgiliau Ysgrifennu yn y Gymraeg	Nifer:	%
Dysgu Cymraeg (siarad, ysgrifennu, darllen)	27	49.1
Datblygu sgiliau Cymraeg penodol yn ymwneud â'r gwaith (e.e. cwrdd a chyfarch ac ieithoedd penodol mewn meysydd gwaith eraill)	27	49.1
Gwella eich Cymraeg llafar	17	30.9
Gwella eich Cymraeg ysgrifenedig	16	29.1
Arall (nodwch):	4	7.3

Rhoddyd gwybod i bob aelod o staff am gyrsiau amrywiol ar gael iddynt, esboniwyd y ffyrdd y byddant yn cael eu cefnogi i ymgymryd â hyfforddiant ac ati, ac estynnwyd gwahoddiad iddynt drafod eu hanghenion a'u hamcanion hyfforddi gyda'u rheolwyr atebol.

Hyfforddiant Staff

Estynnwyd gwahoddiad i bob aelod o staff CLILC i fynd ar Gwrs Ymwybyddiaeth Iaith yn ystod y cyfnod yn arwain at weithrediad safonau iaith CLILC, ac yna eto ym mis Mai 2018. Cofnodwyd pwy oedd yn bresennol. Ni ofynnodd yr un aelod o staff am y cwrs yn Gymraeg.

Yn dilyn archwiliad llinell sylfaen CLILC o sgiliau iaith Gymraeg ym mis Mawrth 2017, estynnwyd gwahoddiad i bob aelod o staff i fynd ar y cyrsiau hyfforddi perthnasol er mwyn datblygu, neu wella eu sgiliau iaith Gymraeg:

<https://welshforadults.cardiff.ac.uk/cy>.

Anogwyd staff i gynnig awgrymiadau am gyrsiau perthnasol yn agosach at eu cartrefi, ac roedd darparu'r cyrsiau hyn yn bodloni'r gofynion craidd, rhoddyd cymeradwyaeth (Prifysgol Abertawe 'Cymraeg mewn Wythnos' ac ati, a Choleg Gwent).

Cofrestrodd CLILC ar gyfer cynllun Cymraeg Gwaith y Ganolfan Dysgu Cymraeg Genedlaethol, gan ddarparu cyfleoedd i staff i gwblhau cwrs ar-lein 10 awr o hyd yn ystod amser gwaith, sy'n dysgu Cymraeg sylfaenol, yn addas i'w defnyddio yn y gweithle.
<https://dysgucymraeg.cymru/>

Cynhaliwyd archwiliad sgiliau pellach yn ystod y cyfnod 31 Mawrth 2019 hyd at 1 Ebrill 2020.

Recriwtio

Yn ystod 2019-2020, fe reciwtiodd CLILC 17 aelod o staff.

Gwerthuswyd y swyddi ar gyfer y lefelau sgiliau Cymraeg oedd yn ofynnol, ac fe hysbysebwyd y swyddi yn Gymraeg ac yn Saesneg ymhob achos. Annogir ymgeiswyr sy'n cael eu cyfweld i ddefnyddio'r Gymraeg wrth gael eu cyfweld os ydynt yn dymuno gwneud hynny. Rhoddir Hyfforddiant Sefydlu Staff cynhwysfawr i ymgeiswyr llwyddiannus, sy'n cynnwys ymgyfarwyddo gyda chanllawiau CLILC ar gydymffurfio â Safonau'r Gymraeg.

3.3 Safonau Llunio Polisi

Mae'r safonau hyn yn gofyn i sefydliadau ystyried pa effaith y byddai penderfyniadau eu polisiau yn eu cael ar allu unigolyn i ddefnyddio'r iaith ar yr egwyddor o beidio â thrin y Gymraeg yn llai ffafriol na'r Saesneg.

Mae disgwyl i staff CLILC ddilyn canllaw manwl a ddarparwyd gan Bolisi Asesiad Effaith CLILC hefyd.

Mae adran Polisi Offeryn Asesu Effaith CLILC sy'n ymwneud yn benodol â ofynion Safonau Iaith CLILC yn cael eu atgynhyrchu isod:

Sut fydd y polisi hwn yn effeithio ar gyfleoedd i bobl ddefnyddio eu Cymraeg, ac ar drin y Gymraeg ddim llai ffafriol na'r Saesneg?

Beth fydd effeithiau cadarnhaol neu negyddol hyn?	Beth allai ei wneud neu ei newid fel y byddai'n cael mwy o effeithiau cadarnhaol?	Beth allai ei wneud neu ei newid fel na fyddai'n cael effeithiau negyddol, neu leihad yn yr effeithiau hyn?

Mae polisiau mewnol CLILC yn ddarostyngedig i'r un asesiad.

3.4 Safonau Cadw Cofnodion

Mae'r safonau hyn yn ei gwneud yn angenrheidiol cadw cofnodion am rhai o'r safonau eraill, ac am unrhyw gwynion a dderbyniwyd gan sefydliad.

Bydd y cofnodion hyn o gymorth i Comisiynydd wrth reoleiddio cydymffurfedd sefydliad gyda'r safonau, ac ar gael i'r Comisiynydd ar gais.

34.1 Cofnodion mewn perthynas â Chwynion [#141, 142 ac 143]

Mae copïau o bob cwyn yn cael eu cadw, os ydynt yn ymwneud â'r safonau ai peidio, ac mae gan CLILC ddyletswydd i gydymffurfio, a chymryd camau i sicrhau cydymffurfedd.

Tabl 4 - Nifer y cwynion a dderbyniwyd yn ystod 2018-19

Maes safon	Nifer o safonau
Darparu Gwasanaethau	-
Gweithredol	-
Llunio Polisi	-
Cadw Cofnodion	-

34.2 Cofnodion mewn perthynas â Llunio Polisiau [#144]

Yn ystod 2019-20 ni chynhaliodd CLILC ymgynghoriad ar bolisiau newydd.

34.3 Cofnodion mewn perthynas â Sgiliau Iaith Gymraeg gweithwyr [#145]

Tabl 5 - Archwiliad o Sgiliau Iaith Gymraeg CLILC Mawrth 2020

(63 o ymatebion)

5a: Lefelau Sgiliau Gwrando yn y Gymraeg	Nifer:	%
Dim sgiliau	27	42.9
Deall ymholiadau sylfaenol yn y Gymraeg - 'Ble mae ...?', Ga I siarad â ...?'	17	27.0
Deall sgwrs gymdeithasol sylfaenol yn y Gymraeg	2	3.2
Gallu dilyn sgyrsiau cyson sy'n cynnwys materion gwaith rhwng siaradwyr Cymraeg rhugl	4	6.3
Gallu dilyn y rhan fwyaf o sgyrsiau yn ymwneud â gwaith gan gynnwys sgyrsiau mewn grŵp	3	4.8
Deall pob sgwrs yn ymwneud â gwaith	10	15.9

5b: Lefel Sgiliau Darllen yn y Gymraeg	Nifer:	%
Dim sgiliau	27	42.9
Gallu darllen geiriau ac ymadroddion sylfaenol, e.e. arwyddion neu nodiadau byr, syml	16	25.4
Gallu darllen deunydd sylfaenol yn ymwneud â gwaith (yn araf)	4	6.3
Gallu darllen deunydd cyson gyda geiriadur	4	6.3
Gallu darllen y rhan fwyaf o ddeunydd yn eu maes eu hunain	2	3.2
Deall pob deunydd yn ymwneud â gwaith	10	15.9

5c: Lefel Sgiliau Siarad yn y Gymraeg	Nifer:	%
Dim sgiliau	27	42.9
Gallu cynnal sgwrs cyffredinol (cyfarchion, enwau, ymadroddion ac enwau lleoedd)	18	28.6
Gallu ateb ymholiadau syml yn ymwneud â gwaith	1	1.6
Gallu cynnal sgwrs gyda rhywun arall, gydag ychydig o oedi, yn ymwneud â materion gwaith cyson	4	6.3
Gallu siarad yr iaith yn y rhan fwyaf o sefyllfaoedd gan ddefnyddio rhai geiriau Saesneg	3	4.8
Rhugl – gallu cynnal sgwrs ac ateb cwestiynau am gyfnod hirach o amser pan fo hynny'n briodol	10	15.9

5d: Lefel Sgiliau Ysgrifennu yn y Gymraeg	Nifer:	%
Dim sgiliau	27	42.9
Gallu ysgrifennu negeseuon sylfaenol - 'Diolch am y llythyr'. Dyma gopi o'r map.'	18	28.6
Gallu ateb gohebiaeth syml gyda chymorth	1	1.6
Gallu drafftio testun cyson, gyda chymorth wrth olygu	4	6.3
Gallu paratoi'r rhan fwyaf o ddeunydd ysgrifenedig yn y maes gwaith perthnasol, gydag ychydig o gymorth yn nhermau golygu	3	4.8
Crefftus – gallu cwblhau darn o waith ysgrifenedig cymhleth heb yr angen i'w olygu	10	15.9

34.4 Cofnodion mewn perthynas â chyrsiau hyfforddi yr aeth gweithwyr arnynt [#146]

Tabl 6 - Cyrsiau Hyfforddi yr aeth staff arnynt (neu cynhaliwyd ganddynt)

Maes safon	Nifer o safonau
Cyflwyniad i'r Gymraeg	-
Lefel Mynediad Syml	-
Cymraeg Gwaith Ar-lein	-

34.5 Cofnodion mewn perthynas ag Asesiadau Cymraeg ar gyfer swyddi newydd neu wag a sut mae eu categoreiddio [#147 ac 148]

Tabl 7 - Swyddi Newydd a Gwag fel yr hysbysebwyd 2018-19

Categori Sgiliau	Penderfyniad
Hanfodol	1
Angen ei ddysgu	-
Dymunol	16
Nid yw'n angenrheidiol/benodol	-

ATODIAD A

Tabl 5 - Archwiliad o Sgiliau iaith Gymraeg CLILC 2019-20

Mae'r Safonau iaith yn gofyn ein bod yn cynnal archwiliad o Sgiliau iaith Gymraeg ein staff yn flynyddol. Caiff eich hymatebion i'r cwestiynau canlynol eu cadw fel cofnod o'ch sgiliau iaith ac fel dadansoddiad o'r gweithlu a fydd yn cael ei adrodd yn yr Adroddiad Blynnyddol i Gomisiynydd y Gymraeg

Diolch i chi am eich cydweithrediad.

Eich sgiliau iaith Gymraeg

1. Rhowch eich enw:

Dylech ateb y canlynol yn seiliedig ar eich sgiliau yn y gweithle, yn hytrach nag adref neu'n gymdeithasol.

2. Rhowch eich lefel sgiliau gwrand yn y Gymraeg:

- Dim sgiliau
- Deall ymholiadau sylfaenol yn y Gymraeg - 'Ble mae ...?', Ga I siarad â ...?'
- Deall sgwrs gymdeithasol sylfaenol yn y Gymraeg
- Gallu dilyn sgyrsiau cyson sy'n cynnwys materion gwaith rhwng siaradwyr Cymraeg rhugl
- Gallu dilyn y rhan fwyaf o sgyrsiau yn ymwneud â gwaith gan gynnwys sgyrsiau mewn grŵp
- Deall pob sgwrs yn ymwneud â gwaith

3. Rhowch eich lefel sgiliau darllen yn y Gymraeg:

- Dim sgiliau
- Gallu darllen geiriau ac ymadroddion sylfaenol, e.e. arwyddion neu nodiadau byr, syml

- Gallu darllen deunydd sylfaenol yn ymwneud â gwaith (yn araf)
- Gallu darllen deunydd cyson gyda geiriadur
- Gallu darllen y rhan fwyaf o ddeunydd yn eu maes eu hunain
- Deall pob deunydd yn ymwneud â gwaith

4. Rhowch eich lefel sgiliau siarad yn y Gymraeg:

- Dim sgiliau
- Gallu cynnal sgwrs cyffredinol (cyfarchion, enwau, ymadroddion ac enwau lleoedd)
- Gallu ateb ymholiadau syml yn ymwneud â gwaith
- Gallu cynnal sgwrs gyda rhywun arall, gydag ychydig o oedi, yn ymwneud â materion gwaith cyson
- Gallu siarad yr iaith yn y rhan fwyaf o sefyllfaoedd gan ddefnyddio rhai geiriau Saesneg
- Rhugl – gallu cynnal sgwrs ac ateb cwestiynau am gyfnod hirach o amser pan fo hynny'n briodol

5. Rhowch eich lefel sgiliau ysgrifennu yn y Gymraeg:

- Dim sgiliau
- Gallu ysgrifennu negeseuon sylfaenol - 'Diolch am y llythyr'. Dyma gopi o'r map.'
- Gallu ateb gohebiaeth syml gyda chymorth
- Gallu drafftio testun cyson, gyda chymorth wrth olygu
- Gallu paratoi'r rhan fwyaf o ddeunydd ysgrifenedig yn y maes gwaith perthnasol, god ychydig o gymorth yn nhermau golygu
- Crefftus – gallu cwblhau darn o waith ysgrifenedig cymhleth heb yr angen i'w olygu

6. Gan feddwl am sut y gallech ddefnyddio Cymraeg yn y gweithle, a fyddai gennych ddiddordeb yn y cyfle i wneud y canlynol:

- Dysgu Cymraeg (siarad, ysgrifennu, darllen)
- Datblygu sgiliau Cymraeg penodol yn ymwneud â'r gwaith (e.e. cwrdd a chyfarch a ieithoedd penodol mewn meysydd gwaith eraill)
- Gwella eich Cymraeg llafar
- Gwella eich Cymraeg ysgrifenedig
- Arall (nodwch):

7. Os oes unrhyw beth arall yr ydych yn dymuno dweud wrthym am sut rydych, neu sut yr hoffech ddefnyddio Cymraeg yn y gweithle, dywedwch wrthym:

Diolch am lenwi'r arolwg. Bydd y wybodaeth a ddarparwyd gennych o gymorth i ni wrth ddatblygu dulliau i fynd ati i ddefnyddio'r Gymraeg yn y gweithle wrth symud ymlaen.

**WLGA WELSH LANGUAGE STANDARDS ANNUAL REPORT
2019-20****Purpose**

1. For members to receive and endorse the WLGA Welsh Language Standards Annual Report for 2019-20.

Background

2. The Welsh Language Commissioner undertook a review of the WLGA between November 2014 and February 2015. A standards report outlining the conclusions of the investigation was then produced for Welsh Ministers in May 2015 and which was also shared with the WLGA.
3. In October 2015, the Welsh Language Commissioner highlighted the Welsh Ministers' full response to the report together with the proposed timetable for introducing Welsh language standards for the WLGA.
4. The Welsh Language Standards (No.2) Regulations 2016 came into effect on 16th of February 2016 and the Welsh Language Commissioner was then duly authorised to issue a notice to the WLGA requiring compliance with one or more of the standards.
5. A period of consultation followed between 31st March 2016 to 26th May 2016.
6. In response to further queries raised by the WLGA, the Welsh Language Commissioner issued a determination letter together with a revised compliance notice in May 2017.
7. In September 2018, the WLGA published its first Annual Report covering the period 1st April 2017 to 31st March 2018. This third Annual Report covers the period 1st April 2019 to 31st March 2020.

Recommendations

8. **Members are asked to receive and endorse the WLGA Welsh Language Standards Annual Report 2019-20 for publication.**

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WLGA Welsh Language Standards

Annual Report 2019-20

Welsh Local Government Association

The WLGA's primary purposes are to promote a better local government, its reputation and to support authorities in the development of policies and priorities which will improve public service and democracy.

It represents the 22 local authorities in Wales with the 3 fire and rescue authorities and 3 national park authorities as associate members.

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1. Introduction

The Welsh Local Government Association (hereafter referred to as the WLGA, or 'the Association') is fully committed to compliance with the Welsh Language Standards as set out by the Welsh Government under Section 44 of the Welsh Language (Wales) Measure 2011.

These standards set clear expectations on the WLGA to provide services in Welsh, and to promote the use of Welsh language through all our services.

The Welsh language standards applicable to the Association fall under four categories:

- Service Delivery
- Policy Making
- Operational
- Record Keeping

This Annual Report reviews the WLGA's compliance with the applicable Welsh Language Standards from 1st April 2019 to 31st March 2020.

The WLGA's Welsh Language Standards and Complaints Policy are available to view on a dedicated page on the WLGA's website: <https://wlga.wales/welsh-language-standards>

2. Background

The Welsh Language Commissioner undertook a review of the WLGA between November 2014 and February 2015. A standards report outlining the conclusions of the investigation was then produced for Welsh Ministers in May 2015 and shared also with the WLGA.

In October 2015, the Welsh Language Commissioner highlighted the Welsh Ministers' full response to that report together with the proposed timetable for introducing Welsh language standards for the WLGA.

The Welsh Language Standards (No.2) Regulations 2016 came into effect on 16th of February 2016, and the Welsh Language Commissioner was then duly authorised to issue a notice to the WLGA requiring compliance with one or more of the standards.

A period of consultation followed between 31st March 2016 to 26th May 2016.

In response to further queries raised by the WLGA, the Welsh Language Commissioner issued a determination letter together with a revised compliance notice in May 2017.

In September 2018 the WLGA published the first Annual Report covering the period 1st April 2017 to 31st March 2018. This third Annual Report covers the period 1st April 2019 to 31st March 2020.

3. Our Standards

The Welsh Language Standards include five areas of standards – ‘Service Delivery’, ‘Operational’, ‘Policy Making’, ‘Record Keeping’ and ‘Promotion’; the WLGA does not have any standards under the area of ‘Promotion’.

Table 1 – Number of WLGA Welsh language standards by area

Standard area	Number of standards
Service Delivery	66
Operational	10
Policy Making	46
Record Keeping	8

Table 2 – Number of WLGA supplementary Welsh language standards by area

Standard area	Number of standards
Service Delivery	12
Operational	6
Policy Making	-
Record Keeping	2



The WLGA Welsh language standards are owned corporately.

The Annual Report is approved by the Leader of the WLGA with a view to seeking endorsement of the full membership at a meeting of the WLGA Council.

The Chief Executive of the WLGA is responsible for ensuring that we follow the procedures the association has set in place to monitor and ensure compliance with the standards.

All members of staff also bear responsibility for ensuring that they comply with the standards, and in addition to copies of the WLGA’s Welsh Language Standards, further comprehensive staff guidance has been issued as a reference and to assist in this regard.

The WLGA’s Senior Management Team welcome and encourage all queries and any ideas that improve the ways that we can support and enhance the use of Welsh, incorporating as appropriate any recommendations arising from the work of the Welsh Language Commissioner.

The WLGA promotes Welsh language training for staff. Any member of staff who would like to use or learn Welsh can discuss this at any time with their line managers, and support is provided for those who wish to undertake training with the WLGA enabling time off from work to attend courses and/or payment of course fees (depending on the level of course being undertaken). Staff personal development and training needs are covered specifically as part of the WLGA’s Staff Appraisal Scheme.

Publicising the standards and WLGA compliance

A document listing the standards that apply to the WLGA, the measures taken to ensure compliance and setting out how compliance is then monitored is available to download from the WLGA's website and can be viewed at the WLGA's main reception area:
<http://wlga.wales/SharedFiles/Download.aspx?pageid=62&mid=665&fileid=858>

Complaints

A Complaints Policy is available on our website and copies are available from our offices:
<http://wlga.wales/SharedFiles/Download.aspx?pageid=62&mid=665&fileid=860>

During 2019-20 the WLGA did not receive any requests for copies of the WLGA Complaints Policy.

Requests for information from the Commissioner

The WLGA is under a duty to provide information on how it complies with the standards.

In September 2019, the Welsh Language Commissioner undertook a thematic study and asked the WLGA to provide information on compliance with Standard 147, the obligation to keep a copy of every assessment undertaken in accordance with Standard 132 in respect of Welsh Language Skills that may be needed in relation to new or vacant posts.

Copies of every relevant record for the period from 1/4/2019 to 30/9/2019 were duly provided, including confirmation of the number of vacant and new posts that were advertised and the number of posts where there was an assessment of the need for Welsh Language Skills.

3.1 Service Delivery Standards

The Service Delivery standards relate to how the WLGA interacts with its' customers and stakeholders

Written Correspondence



Where the preferred language of the person we're contacting is not known, all initial correspondence is bilingual, with Welsh placed first either on the left or above any English text.

The WLGA records language preferences of individuals.

When corresponding with groups of people, all correspondence is issued bilingually. If a group convened by the WLGA expresses a language preference, that language preference is recorded and then used thereafter.

Telephone Calls



The WLGA actively encourages staff to use their Welsh at work and has developed a specific policy on 'Using Welsh in the Workplace'.

The WLGA main telephone number is operated by a fully bilingual receptionist.

Staff Guidance has been issued on the WLGA Welsh Language Standards which specifies:

- The verbal greetings to be used and the content of pre-recorded messages for both office and mobile phones with the Welsh language first
- How to deal with in-coming calls, and contacting someone by telephone for the first time
- How to record language preferences

The Guidance anticipates that there may be staff who don't feel confident at this stage in their personal development to conduct a conversation fluently in Welsh and if that is the case they may transfer the call to a colleague who has agreed to provide Welsh language support. The exceptions to transferring such calls are:

- Where the caller requires specific advice and no Welsh speaker has the required knowledge/understanding of the subject;
- Where the caller requires specific advice, and there is no Welsh speaker available.

Meetings



WLGA Staff Guidance also sets out what must be done when staff invite someone to a meeting, or when more than one person is invited to the same meeting.

For individuals who wish to use Welsh in meeting, the WLGA will arrange for simultaneous Welsh translation services to be available, unless the member of staff conducting the meeting with that individual speaks Welsh fluently.

The WLGA will arrange for simultaneous Welsh translation services for meetings involving ten or more people (including the WLGA's own staff) where a threshold of 10% of those attending that meeting wish to use Welsh.

For meetings that are open to the public:

- All invitations are sent bilingually, with Welsh first
- Speakers are asked if they wish to use Welsh, and encouraged to do so
- Simultaneous Welsh translation is always provided
- The person chairing the meeting will tell everyone present that simultaneous Welsh translation services are available, emphasising that everyone is welcome to use Welsh
- Any signs are bilingual, with Welsh first
- Any publicity and advertising material is bilingual, with Welsh first
- Any booking forms are bilingual, with Welsh first

Events

Events are covered by WLGA Corporate Guidance.

- All publicity is issued bilingually with Welsh first
- Booking forms, attendance lists and feedback forms are fully bilingual with Welsh first
- Speakers are asked if they wish to use Welsh and encouraged to do so
- Simultaneous Welsh translation is always provided
- The person chairing the event will tell everyone present that simultaneous Welsh translation services are available, emphasising that everyone is welcome to use Welsh

- All written material is provided in Welsh (i.e. Conference Programmes)
- Presentations are available in Welsh
- Staff attending events are encouraged to wear badges and lanyards which indicate that they are able to speak Welsh

Publicity, Signs and Materials

Publicity, Signs and Materials are covered by WLGA Corporate Guidance and in each instance the WLGA adheres to bilingual design principles.

Where there is a Welsh and English version of any sign, the Welsh version is always positioned where it is likely to be read first, either above or to the left of the English version.

All WLGA signs outside and throughout the building, including the reception area are fully bilingual with Welsh positioned to be read first.

As from 1st January 2018 the WLGA has entered into a legal agreement with Conwy County Borough Council for the provision of Welsh/English translation services for:

- Translation of written documents from English into Welsh
- Translation of written documents from Welsh into English
- Establishment and management of a database of work being requested, being undertaken and completed; this database will endeavour to ensure that identical documents being submitted separately are not re-translated, and that similar documents can be identified and the translation needs evaluated to reduce duplication of translated work
- Proof reading of quality control of translated materials

This agreement is reviewed periodically and has been found to be operating well and in accordance with the contract. The association's Risk Register also lists the agreement under 'business support'; the Risk Register is scrutinized by the WLGA Audit Committee as part of its remit.

Website and Social Media

The WLGA's website and use of Social Media are covered by WLGA Corporate Guidance.

The WLGA's website is bilingual and allows the user to toggle between Welsh and English language pages. An exemption for certain documents is specified under Standard #36.
<https://www.wlga.wales/home>

Posts to the WLGA's Twitter account are published in Welsh and in English as character limits don't usually permit bilingual tweets; the Welsh version is always published first.
<https://twitter.com/WelshLGA>

Reception



Our reception is staffed by a fully bilingual receptionist who also operates the main telephone number and among other duties monitors and coordinates the responses to the general enquiries email in-boxes.

We display a sign in our reception in both Welsh and in English encouraging visitors to use Welsh.

All staff are asked to wear either a Welsh at Work lanyard or a badge to let visitors know that they can speak Welsh.

There were some changes in the personnel covering reception during the period covered by this Annual Report; the written and verbal Welsh language skills of those selected for interview were checked as part of the selection process.

Email signatures and automated messages



Email signatures and automated messages are covered in Corporate Guidance.

Staff are encouraged to add the Welsh at Work symbol where they are comfortable to do so.

Email signatures are fully bilingual, with Welsh first and each emphasises that the WLGA welcomes correspondence in Welsh and in English and gives assurance that both languages will be treated equally.

Contracts

Adverts and accompanying documentation are made available in Welsh and in English and the WLGA welcomes related correspondence in either language.

The WLGA did not issue any contracts for tender during the period covered by this Annual Report.

Raising Awareness of Welsh Language Services

The WLGA ensures that elected members and officers comprising our member authorities and associate member authorities, and the public, understand what services we are able to deliver in Welsh.

The WLGA actively encourages staff to use their Welsh at work and this is underpinned by a specific policy on 'Using Welsh in the Workplace'.

3.2 Operational Standards

These standards relate to the internal use of Welsh by an organisation

Using Welsh at Work

The WLGA actively encourages staff to use their Welsh at work and has developed a specific policy on 'Using Welsh in the Workplace' which is augmented by comprehensive Staff Guidance on the WLGA's Welsh language standards.

All staff have been asked whether they wish to receive documents, forms and correspondence relating to their employment in Welsh.

Language choices of staff are recorded.

Where available, Welsh language interfaces for software are made available, as are language packs and interfaces for Windows and Microsoft Word.

Staff are actively encouraged to use Welsh language grammar and spell-checking software and use of Microsoft Translate (which has been developed and supported by the National Assembly for Wales), however, guidance has been issued cautioning against over-reliance or complacency when using on-line tools in place of Translation Services.

New internal WLGA policies are translated and made available in Welsh.

Staff are encouraged to wear badges and lanyards which indicate that they are able to speak Welsh.

Training opportunities are offered to those members of staff who wish to learn, or enhance their Welsh language skills, and any staff member can raise such requests at any time with their line managers.

Welsh Language Skills of the Workforce

In the period leading up to the implementation of the WLGA's Welsh language standards, staff were asked to complete an on-line survey to establish a baseline audit of the Welsh language skills within the organisation and to determine staff levels of interest in developing, or enhancing staff skills for listening, reading, speaking and writing in Welsh.

A copy of the annual WLGA Welsh Language Skills Survey is reproduced in **Annex A**.

Table 3 - Baseline Audit of WLGA Welsh Language Skills March 2017
(64 responses)

3a: Welsh Language Skills Levels for Listening	No:	%
No skills	40	62.5
Able to understand basic enquiries in Welsh - 'Ble mae ...?', Ga I siarad â ...?'	8	12.5
Able to understand a basic social conversation in Welsh	3	4.7
Able to follow routine conversations involving work between fluent Welsh speakers	3	4.7
Able to follow the majority of conversations involving work including group discussions	3	4.7
Able to understand all conversations involving work	7	10.9

3b: Welsh language Skills Levels for Reading	No:	%
No skills	36	56.3
Able to read basic words and phrases, e.g. signs or short simple notes	13	20.3
Able to read basic material involving work (slowly)	3	4.7
Able to read routine material with a dictionary	3	4.7
Able to read the majority of material in own area	2	3.1
Able to understand all material involving work	7	10.9

3c: Welsh language Skills Levels for Speaking	No:	%
No skills	39	60.9
Able to conduct a general conversation (greetings, names, sayings and place names)	11	17.2
Able to answer simple enquiries involving work	1	1.6
Able to converse with someone else, with some hesitancy, regarding routine work issues	2	3.1
Able to speak the language in the majority of situations using some English words	4	6.3
Fluent – able to conduct a conversation and answer questions for an extended period of time where necessary	7	10.9

3d: Welsh language Skills Levels for Writing	No:	%
No skills	46	71.9
Able to write basic messages – 'Diolch am y llythyr. Dyma gopi o'r map.'	5	7.8
Able to answer simple correspondence with assistance	2	3.1
Able to draft routine text, with editing assistance	2	3.1
Able to prepare the majority of written material related to the area of work, with some assistance in terms of revision	4	6.3
Skilled – able to complete complex written work without the need for revision	5	7.8

Staff were asked to think about how they could use Welsh at work, and whether they would be interested in opportunities to learn, develop and improve their skills

3e: Welsh language Skills Levels for Writing	No:	%
Learn Welsh (speaking, writing, reading)	27	49.1
Develop specific work-related Welsh language skills (e.g. meet and greet other work area specific languages)	27	49.1
Improve your spoken Welsh	17	30.9
Improve your written Welsh	16	29.1
Other (please specify):	4	7.3

All Staff were alerted to various courses available to them, the way in which they would be supported to undertake training etc. was explained, and they were invited to discuss their training needs and objectives with their line managers.

Staff Training

All WLGA Staff were invited to attend a one-day Welsh Language Awareness Course in the period leading up to the implementation of the WLGA Welsh language standards, and then again in May 2018. A record of attendance was kept. No members of staff requested the course in Welsh.

Following on from the WLGA baseline audit of Welsh language skills carried out in March 2017, all staff were invited to attend appropriate training courses in order to develop, or further enhance their Welsh language skills: www.learnwelsh.co.uk Staff were also encouraged to come forward with suggestions for appropriate courses closer to their home locations, and providing these courses met the core requirements, approval was given (Swansea University 'Welsh in a Week' etc. and Coleg Gwent).

The WLGA registered for the Work Welsh scheme operated by The National Centre for Learning Welsh, thereby providing staff with the opportunity in work time to complete a 10 hour on-line course teaching basic Welsh suitable for use in the workplace.

<https://learnwelsh.cymru>

A further skills audit was undertaken covering the period 31st March 2019 to 1st April 2020.

Recruitment

During 2019-20 the WLGA undertook recruitment for 17 members of staff.

All posts were evaluated for the level of Welsh skills required and in each case the posts were advertised in Welsh and in English. Applicants who are interviewed are encouraged to use Welsh at interview if they wish to do so. Successful applicants are given comprehensive Staff Induction, which includes familiarisation with the WLGA's guidance on compliance with the Welsh Language Standards.

3.3 Policy Making Standards

These standards require organisations to consider what effect their policy decisions will have on the ability of persons to use the language and on the principle of treating Welsh no less favourably than English.

WLGA Staff are expected to follow detailed guidance provided by the WLGA Policy Impact Assessment Tool.

The section of the WLGA Policy Impact Assessment tool which relates specifically to the requirements of the WLGA Welsh Language Standards is reproduced below:

How will this policy impact on opportunities for people to use the Welsh language, and on treating the Welsh language no less favourably than the English language?		
What positive or negative effects will this have?	What could be formulated or changed so that it would have positive, or increased positive effects?	What could be formulated or changes so it would not have adverse effects, or decreased effects?

Internal WLGA policies are subject to the same assessment.

3.4 Record Keeping Standards

These standards make it necessary to keep records about some of the other standards, and about any complaints received by an organisation

These records will assist the Commissioner in regulating the organisation's compliance with standards and are available to the Commissioner on request.

3.4.1 Records in relation to Complaints [#141, 142, and 143]

Copies of all complaints are kept, whether or not they relate to the standards to which the WLGA is under a duty to comply, and the steps taken to ensure compliance.

Table 4 - Number of complaints received during 2018-19

Standard area	Number of standards
Service Delivery	-
Operational	-
Policy Making	-
Record Keeping	-

3.4.2 Records in relation to Policy Making [#144]

During the course of 2019-20 the WLGA did not consult on any new policies.

3.4.3 Records in relation to employees Welsh Language Skills [#145]

Table 5 - Audit of WLGA Welsh Language Skills March 2020

(63 responses)

5a: Welsh Language Skills Levels for Listening	No:	%
No skills	27	42.9
Able to understand basic enquiries in Welsh - 'Ble mae ...?', Ga I siarad â ...?'	17	27.0
Able to understand a basic social conversation in Welsh	2	3.2
Able to follow routine conversations involving work between fluent Welsh speakers	4	6.3
Able to follow the majority of conversations involving work including group discussions	3	4.8
Able to understand all conversations involving work	10	15.9

5b: Welsh language Skills Levels for Reading	No:	%
No skills	27	42.9
Able to read basic words and phrases, e.g. signs or short simple notes	16	25.4
Able to read basic material involving work (slowly)	4	6.3
Able to read routine material with a dictionary	4	6.3
Able to read the majority of material in own area	2	3.2
Able to understand all material involving work	10	15.9

5c: Welsh language Skills Levels for Speaking	No:	%
No skills	27	42.9
Able to conduct a general conversation (greetings, names, sayings and place names)	18	28.6
Able to answer simple enquiries involving work	1	1.6
Able to converse with someone else, with some hesitancy, regarding routine work issues	4	6.3
Able to speak the language in the majority of situations using some English words	3	4.8
Fluent – able to conduct a conversation and answer questions for an extended period of time where necessary	10	15.9

5d: Welsh language Skills Levels for Writing	No:	%
No skills	33	52.4
Able to write basic messages – 'Diolch am y llythyr. Dyma gopi o'r map.'	14	22.2
Able to answer simple correspondence with assistance	4	6.3
Able to draft routine text, with editing assistance	0	0.0
Able to prepare the majority of written material related to the area of work, with some assistance in terms of revision	5	7.9
Skilled – able to complete complex written work without the need for revision	7	11.1

3.4.4 Records in relation to training courses attended by employees [#146]

Table 6 - Training Courses attended (and undertaken by) staff

Standard area	Number of standards
Introduction to Welsh	-
Basic Entry Level	-
Work Welsh On-line	-

3.4.5 Records in relation to Welsh Language Assessments for new or vacant posts and how they were categorized [#147 and 148]

Table 7 - New and Vacant Posts advertised 2018-19

Skills Category	Determination
Essential	1
Need to be learned	-
Desirable	16
Not necessary/specified	-

ANNEX A

WLGA Welsh Language Skills Audit 2019-20

The Welsh Language Standards ask that we conduct an audit of Welsh language skills of our staff on an annual basis. Your answers to the following questions will be kept as a record of your language skills and an analysis of the workforce will be reported in the Annual Report to the Welsh Language Commissioner.

Thank you for your cooperation.

Your Welsh language skills

1. Please tell us your name:

You should answer the following based on your skills for work, rather than at home or socially.

2. Please tell us your Welsh language skill level for listening:

- No skills
- Able to understand basic enquiries in Welsh - 'Ble mae ...?', Ga i siarad â ...?'
- Able to understand a basic social conversation in Welsh
- Able to follow routine conversations involving work between fluent Welsh speakers
- Able to follow the majority of conversations involving work including group discussions
- Able to understand all conversations involving work

3. Please tell us your Welsh language skill level for reading:

- No skills
- Able to read basic words and phrases, e.g. signs or short simple notes

- Able to read basic material involving work (slowly)
- Able to read routine material with a dictionary
- Able to read the majority of material in own area
- Able to understand all material involving work

4. Please tell us your Welsh language skill level for speaking:

- No skills
- Able to conduct a general conversation (greetings, names, sayings and place names)
- Able to answer simple enquiries involving work
- Able to converse with someone else, with some hesitancy, regarding routine work issues
- Able to speak the language in the majority of situations using some English words
- Fluent – able to conduct a conversation and answer questions for an extended period of time where necessary.

5. Please tell us your Welsh language skill level for writing:

- No skills
- Able to write basic messages – ‘Diolch am y llythyr. Dyma gopi o’r map.’
- Able to answer simple correspondence with assistance
- Able to draft routine text, with editing assistance
- Able to prepare the majority of written material related to the area of work, with some assistance in terms of revision
- Skilled – able to complete complex written work without the need for revision

6. Thinking more about how you could use Welsh at work, would you be interested in the opportunity to do the following:

- Learn Welsh (speaking, writing, reading)
- Develop specific work-related Welsh language skills (e.g. meet and greet other work area specific languages)
- Improve your spoken Welsh
- Improve your written Welsh
- Other (please specify):

7. If there is anything else you'd like to tell us about how you do, or how you'd like to be able to use Welsh at work, please tell us:

Thank you for completing this survey. The information you've provided will help us develop approaches to the use of Welsh in the workplace going forward.

WLGA MEMBERS' ALLOWANCES SCHEME**Purpose**

1. For the WLGA Council to approve the WLGA Members' Allowances Scheme for WLGA Senior Office Holders.

Background

2. The WLGA Council previously determined that the Members' Allowances Scheme will be reviewed on an annual basis by the Audit Committee.
3. The WLGA Members' Allowances Scheme is applied on an annual basis, effective from the date of each Annual General Meeting.
4. The Scheme is voluntary, and members can choose whether to receive their allowance. In line with local authorities' own practices the WLGA Scheme is made publicly available via the WLGA's website.
5. Members will note that the WLGA Members' Allowances Scheme is not within the remit of the Independent Remuneration Panel for Wales.
6. The WLGA Audit Committee considered the WLGA Members' Allowances Scheme in October 2020 and a report was considered and agreed at the WLGA AGM in on 23rd October 2020.
7. It was agreed that, although not within the remit of the Independent Remuneration Panel for Wales, future annual changes to the WLGA Members' Allowances Scheme should be linked to the Panel's determinations for any annual changes for councillors' salaries in Wales.
8. The Audit Committee also recommended that a more comprehensive review of WLGA Members' Allowances be undertaken ahead of the new municipal term, for the new Association, to reflect the changing demands and responsibilities on senior members. WLGA Council endorsed this recommendation at the AGM on 23rd October. WLGA officials are exploring options with the LGA to consider the LGA's approach to periodic independent reviews of its allowances scheme.
9. The Independent Remuneration Panel for Wales has determined a 1.06% increase for councillors' salaries from 2021-22. The WLGA Members' Allowances Scheme for 2021-22 is therefore:

	2021-22 (inclusive of 1.06% uplift)
Leader	£5,558.30
Presiding Officer	£5,558.30
Deputy Leader	£4,446.64
Deputy Presiding Officer (Majority Group)	£2,223.32
Group Leader (Plaid Cymru)	£2,223.32
Group Leader (Conservatives)	£2,223.32
Group Leader (Independent)	£2,223.32
Total Member Allowances Budget	£24,456.52

10. The above is a corrected version of the table included in the Members' Allowances Report presented to the AGM on 23rd October 2020.

Other Member Allowances

11. Some WLGA nominated positions on LGA boards may be entitled to receive remuneration separately through the LGA's Members' Allowances Scheme¹, including WLGA representatives on:
 - LGA Executive Advisory Board £2,919
 - Employers' Side Bodies £328 Day Rate
12. Furthermore, Welsh local authority members may be appointed to a range of LGA Boards. Members appointed to LGA Boards will be entitled to receive allowances ranging from £2,919 (member), £8,755 (vice chair) to £17,511 (chair). These members are appointed as representatives of the LGA Groups and not on behalf of the WLGA.

Recommendations

13. **Members are invited to note the WLGA Members' Allowances Scheme for 2021-22.**

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¹ [LGA Scheme of Members' Allowances | Local Government Association](#)

SCHEDULE OF POLITICAL MEETINGS 2021-22**Purpose**

1. For WLGA Council to review and approve the proposed dates and venues for WLGA political meetings to be held over the course of 2021-22.

Background

2. A provisional schedule of WLGA Political Meetings for 2021-22 is set out below for members' approval.
3. WLGA Group Leaders have also discussed ongoing engagement with the Minister for Finance and Local Government and it has been proposed that outside of wider bilateral meetings between the WLGA Leader and relevant Spokespersons, all leaders would continue to meet formally with the Minister through Partnership Council and through informal meetings linked to the Welsh Government's 21 Day Review cycle (several of these dates align with scheduled WLGA meetings).
4. WLGA meetings in the run-up to the May 2022 elections may need to be rescheduled or urgent meetings added, depending on business needs and the future situation with regards the COVID-19 pandemic.

Month	Date	WLGA Meeting
July	16/07/21	Executive Board
August		
September	24/09/21	Executive Board
October	07/10/21	Audit Committee
	22/10/21	Executive Board
November	26/11/21	WLGA Council
December	16/12/21	Management Sub-Committee
January	28/01/22	Executive Board
February	25/02/22	Management Sub-Committee
March	25/03/22	WLGA Council
April	07/04/22	Audit Committee

May	05/05/22	Local Government Elections
	To be confirmed	Leaders' Introductory Meeting
June	24/06/22	WLGA Council & AGM

5. Members will note that other meetings may be called throughout the year, including Management Sub-Committee meetings to consider urgent management business when necessary.

Recommendations

6. WLGA Council is invited to approve the provisional schedule of WLGA Political Meetings for 2021-22.

Author: Lee Pitt
 Democratic Services Officer
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MINUTES OF WLGA MEETINGS

Purpose

1. For Members to review the minutes of the WLGA meetings specified and for any relevant matters arising to be reported, other than where those updates are provided by the agenda and specific reports.

Background

2. The following minutes are appended:

Annex 1	Minutes of the WLGA Council meeting held 26 th March 2021;
Annex 2	Minutes of the WLGA Audit Committee held 15 th April 2021;
Annex 3	Minutes of the WLGA Management Sub-Committee held 23 rd April 2021.

Recommendations

3. **That Members:**

- 3.1 Receive and approve the minutes of the WLGA Council meeting held 26th March 2021;**
- 3.2 Receive and note the minutes of the WLGA Audit Committee meeting held 15th April 2021;**
- 3.3 Receive and note the minutes of the WLGA Management Sub-Committee held 23rd April 2021.**

Author: Lee Pitt
Democratic Services Officer
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2.1 WLGA Council

Draft Minutes 26th March 2021 via MS Teams



Present:

Cllr Nigel Daniels (Blaenau Gwent)
Cllr Dai Davies (Blaenau Gwent)
Cllr Huw David (Bridgend)
Cllr Cheryl Green (Bridgend)
Cllr Hywel Williams (Bridgend)
Cllr Philippa Marsden (Caerphilly)
Cllr Eluned Stenner (Caerphilly)
Cllr Nigel George (Caerphilly)
Cllr Huw Thomas (Cardiff)
Cllr Susan Elsmore (Cardiff)
Cllr Russell Goodway (Cardiff)
Cllr Sarah Merry (Cardiff)
Cllr Michael Michael (Cardiff)
Cllr Lynda Thorne (Cardiff)
Cllr Christopher Weaver (Cardiff)
Cllr Mair Stephens (Carmarthenshire)
Cllr Linda Evans (Carmarthenshire)
Cllr David M Jenkins (Carmarthenshire)
Cllr Ellen ap Gwynn (Ceredigion)
Cllr Sam Rowlands (Conwy)
Cllr Goronwy Edwards (Conwy)
Cllr Nigel Smith (Conwy)
Cllr Hugh Evans OBE (Denbighshire)
Cllr Julian Thompson-Hill (Denbighshire)
Cllr Derek Butler (Flintshire)
Cllr Michelle Perfect (Flintshire)
Cllr Dyfrig Siencyn (Gwynedd)
Cllr Dafydd Meurig (Gwynedd)
Cllr Llinos Medi Huws (Isle of Anglesey)
Cllr Ieuan Williams (Isle of Anglesey)
Cllr Lisa Mytton (Merthyr Tydfil)
Cllr Peter Fox OBE (Monmouthshire)
Cllr Robert Greenland (Monmouthshire)
Cllr Edward Latham (Neath Port Talbot)
Cllr Leanne Jones (Neath Port Talbot)
Cllr Carol Clement-Williams (Neath Port Talbot)
Cllr Jane Mudd (Newport)
Cllr Roger Jeavons (Newport)
Cllr Mark Spencer (Newport)
Cllr David Simpson (Pembrokeshire)
Cllr Paul Miller (Pembrokeshire)

Other Members in attendance: Cllr Colin Mann (Caerphilly)

Cllr Rosemarie Harris (Powys)
Cllr Aled Davies (Powys)
Cllr Matthew Dorrance (Powys)
Cllr Andrew Morgan (Rhondda Cynon Taf)
Cllr Robert Bevan (Rhondda Cynon Taf)
Cllr Rhys Lewis (Rhondda Cynon Taf)
Cllr Christina Leyshon (Rhondda Cynon Taf)
Cllr Maureen Webber (Rhondda Cynon Taf)
Cllr Rob Stewart (Swansea)
Cllr Andrea Lewis (Swansea)
Cllr Mary Sherwood (Swansea)
Cllr Mark Thomas (Swansea)
Cllr Richard Clark (Torfaen)
Cllr Neil Moore (Vale of Glamorgan)
Cllr Lis Burnett (Vale of Glamorgan)
Cllr Ben Gray (Vale of Glamorgan)
Cllr Mark Pritchard (Wrexham)
Cllr T Alan Edwards (Wrexham)

Apologies

Cllr Ian Roberts (Flintshire)
Cllr Carolyn Thomas (Flintshire)
Cllr Sean Morgan (Caerphilly)
Cllr David A Bithell (Wrexham)
Cllr Ray Quant MBE (Ceredigion)
Cllr Anthony Hunt (Torfaen)
Cllr Emlyn Dole (Carmarthenshire)
Cllr Clive Lloyd (Swansea)
Cllr Gareth Thomas (Gwynedd)

Associate Members

Cllr Peter Lewis MBE (North Wales Fire & Rescue)
Cllr Gareth Ratcliffe (Brecon Beacons National Park Authority)
Cllr Jan Curtice (Mid & West Wales Fire & Rescue)

WLGA Officers

Dr Chris Llewelyn, Chief Executive
Naomi Alleyne, Director of Social Services & Housing
Dr Tim Peppin, Director of Regeneration & Sustainable Development
Daniel Hurford, Head of Policy (Improvement & Governance)
Sharon Davies, Head of Education
Graham Jones, Associate HR Adviser
Dilwyn Jones, Communications & Public Affairs Manager (Interim)
Stewart Blythe, Policy Officer (Social Services & Health)
Emily Griffiths, Senior Support Officer

Item 1. Welcome and apologies

- 1 The Presiding Officer welcomed members to the meeting and apologies were noted as above.
- 2 The Presiding Officer reminded Members of the simultaneous translation service for non-Welsh speakers. He noted that the next meeting will be via Zoom with integrated interpretation.
- 3 The Presiding Officer formally welcomed Cllr Ted Latham as the new Leader of Neath Port Talbot Council and Cllr Leanne Jones as the Deputy Leader and also Cllr Lisa Mytton as the new Leader of Merthyr Tydfil County Borough Council.
- 4 The Presiding Officer noted that this is the final meeting of the WLGA Council before the Senedd Elections and mentioned that among Council members at least three Councillors are standing at the Senedd Elections, Cllr Peter Fox OBE, Cllr Sam Rowlands and Cllr Carolyn Thomas.

Item 2. Minutes of WLGA Meetings

- 5 Special Meeting on Diversity in Democracy held on the 5th of March 2021.
- 6 WLGA Council 27th of November 2020.

7 Resolved that:

7.1 Members approved both sets of minutes.

Item 3. WLGA Leader's Update

- 8 Cllr Morgan noted the WLGA Council meeting comes a full year on from the first lockdown on the 23rd of March 2020. He said that the last 12 months has shown the strength of local government. Firstly, in terms of political leadership of local government but also in terms of chief officers and staff on the front line.

- 9 The Leader recalled that a year ago last week, he took part in a press conference with the Minister for Housing & Local Government, Julie James MS, around the fact local government may have had to consider reducing bin collections, amongst other services that may have had to stop. He also recalled attending a meeting with the First Minister on Shielding, something that local government had very little notice about.
- 10 The last 12 months have made Ministers and Welsh Government recognise the strength of local government. They understand that without the effort of local government staff over the last 12 months things could have been very different. He noted that there is a lot of expertise within local government that has helped influence policies and decisions made.
- 11 The Leader hopes that when Wales comes out of the pandemic, noting that Covid-19 will never go away, that new kind of understanding and relationship with the Welsh Government continues going forward, irrespective of the political mix in the Senedd.
- 12 As Councillors and portfolio holders Members have a role going forward in ensuring the voice and expertise of local government is clearly present in discussions.
- 13 The Leader noted that this is a time to reflect on the last 12 months and how local government has supported communities.

Item 4. WLGA Consultation responses

4a) Social Care White Paper: Re-balancing Care and Support

- 14 The Presiding Officer gave a short introduction as the WLGA Spokesperson for Health and Social Care and noted that the White Paper proposals had been discussed at a recent Leaders meeting to inform the WLGA consultation response. The White Paper proposes what could be significant reforms and the draft response highlights that there is too much focus placed on establishing or forming regional and national arrangements, rather than building on the strengths of the current system or addressing other significant challenges that impact on the sector.
- 15 The Director of Social Services & Housing introduced the report. The WLGA had some pre-discussions with the Deputy Minister, through Cabinet Members and Spokespeople, around what officials were considering to be included in a White Paper. While the WLGA has had some influence on the White Paper, the proposals there are from the Welsh Government.
- 16 There are three main proposals within the White Paper: Developing a national framework for commissioning care and support for children and adults aimed at rebalancing the market and improving quality; proposing to establish a National Office for Social Care, which would maintain an overview of the stability of the market but would also have responsibility for developing national framework; and establishing Regional Partnership Boards as corporal

legal entities in their own right, where they would have functions set out in the Social Service and Wellbeing Act but also the ability to employ staff, hold their own budgets and undertake significant commissioning.

- 17 The White Paper does set out some challenges that exist within the social care sector, many will recognise these challenges. The White Paper does not however address the two fundamental issues that are impacting on the sector at the moment, one around funding and the real need for long-term, sustainable funding settlement for social care over time and workforce and some of the core issues that affect social care staff in terms of, low wages, lack of structure for staff around career and opportunities and development in the sector.
- 18 The WLGA has discussed the proposals with Leaders, Cabinet Members and Spokespeople but also Association of Directors of Social Services, Social Care Wales and the Royal College of Nursing and are meeting with Care Inspectorate Wales.
- 19 The WLGA response notes that there is some benefit in developing national frameworks for commissioning but with flexibility, so councils are able to address some local issues. It highlights concerns around the role of a national office and its cost. Concerns are also highlighted about the proposals related RPBs and questions what governance model would be used.
- 20 Members will be aware that the response is due on 6th April and we are in the pre-election protocol period. WLGA assumes the outcome to the consultation will be presented to a new government to be taken forward. In discussions with the Spokespeople the WLGA hopes there can be early discussions with new Minister to highlight concerns within the response.
- 21 The Presiding Officer thanked Naomi and Stewart for their work in drafting the response, he also thanked Cllr Llinos Medi Huws and Cllr Susan Elsmore as Deputy Spokespeople and their input into discussions, including with the Deputy Minister.
- 22 Some Members noted that the work that local government have done over pandemic with different sectors has been fantastic, the Welsh Government should recognise that local delivery has worked very well. It is disappointing, given that local government is best placed to deliver some of these services locally, that Welsh Government seem to want to take the services further away from local government again.
- 23 Noted that it has been discussed in the Independent Group meeting and there are great concerns within Conwy County Borough Council and within the Independent Group.
- 24 It was noted that some Members do not want to see another CJC as a replacement for RPBs and it could add complexity of arrangements at the regional level with different regional groupings of CJCs. Social services in essence are a local service for local people, there do not need to be new regional structures.

25 Cllr Mary Sherwood declared an interest as member of the Board of Trustees of Wagada.

26 Cllr Sherwood raised the point about what the consultation response says about the funding to pay the living wage and the importance of including similar recognition for all external contractors, including those in the third sector.

27 She noted that improving the income of the social care workforce is important in improving economy and living standards in Wales.

28 Cllr Medi noted that this work has moved a lot since the early meetings, the WLGA have had influence to get to this point, although there is still concern about the proposals. Cllr Medi Huws referred to the wider question in terms of PHW and how they fit in to social services and other local authority in the future, it is important to highlight what has not been included in the White Paper as well as commenting on the proposals made. She encouraged individual responses from local authorities and to also convey the same messages as the WLGA response.

29 Cllr Medi thanked Members, as this is her first experience after receiving the Deputy Spokesperson role, for listening to a North Wales voice when discussing matters like this as there is a big diversity and difference in delivering services.

30 The Presiding Officer noted that there is need for a similar investment to 21st Century Schools in social care. Much of the accommodation and care homes are outdated and aged, they need huge investment to be brought up to good standards. He suggested this is an issue that local government could discuss with Welsh Government as part of the national recovery as this would also create jobs in terms of construction sector and create investment in all of our communities. If Members are content this can be strengthened in the response.

31 **Resolved that:**

31.1 Members noted the contents of the report.

31.2 Members are content with the changes proposed to strengthen the WLGA response.

4b) Welsh Government Agriculture (Wales) Bill White Paper

32 The Presiding Officer noted that this response has been considered at depth by the WLGA Rural Forum on the 18th of March.

33 Cllr Peter Fox, Cllr Goronwy Edwards, Cllr Hugh Evans, Cllr Aled Davies and Cllr Dyfrig Siencyn declared an interest and left the meeting for this item.

34 Dr Chris Llewelyn introduced the report. He noted that he was conscious that groups have discussed paper and Members wanted to make comments at the end of the introduction.

35 Dr Chris Llewelyn noted that as a consequence of the UK leaving the European Union it means that the provision of the Common Agricultural Policy that has been in place for over 40 years will come to an end. The Welsh Government is consulting on arrangements that will come into place once the Common Agricultural Policy has come to an end.

36 The UK Government is committed to providing similar levels of support and funding to agriculture up until the end of the current parliamentary term which is 2024. The White Paper is looking at arrangements from 2024 onwards. It is looking at what is referred to as Pillar One payments, which is why some members have declared interest. Consultation focuses on the issues of sustainable farming and the rewards for farmers going forward in terms of supporting the environment, land management and supporting the supply chain. 28 Dr Chris Llewelyn notes that the WLGA response emphasises wider context of the impact that the changes will have on rural economies and the wider communities. WLGA response recognises important role that agriculture plays in the rural economy in sustaining rural farms, rural communities and the Welsh language.

37 He notes that the report also stresses the importance of the idea of a level playing field. The importance of food security is emphasised in the response, and in the context of the current pandemic is something Members will want to support. There is a strong focus on the economic and environmental impact and cultural benefits that farming provides for communities.

38 There is also to be a consultation on what will replace Pillar Two funding which supports wider community development., The WLGA expects there will be a consultation later in the year on that dimension. The WLGA response argues a complementary rural development programme is needed to support rural economies and communities.

39 Members noted that this paper on the whole is a good paper as a response. The Rural Forum as a group agreed the report focuses on the main issues.

40 Members agree that there is a need to strengthen and underline the impact that the cuts to subsidies to farmers will have on the rural community and rural economy in general. The need in the current situation with Brexit, having difficulties getting imports and exports of food, highlights the importance to have emphasis on growing and producing as much food as we can, whether that be meat, fruit and vegetables. The area around this part of legislation needs to be strengthened, to ensure that Wales is far more self-sustaining and that the supply chains from farms to shops are strengthened and develop that element of business to rural economy and economy in general. The danger of losing Pillar two is important, the rural economy is far broader than agriculture. Unfortunately, the new NDF does hinder

development in the countryside rural areas, this point needs to be made. In all the response was accepted and approved by Rural Forum.

- 41 Some Members noted that there were previous discussions at group meetings on whether rural farm members would have to declare an interest and leave the meeting. They noted that it was disappointing that these Members had to leave as they are living the life and would have given good input to the debate.
- 42 The loss of council owned small holdings was discussed at one of the group meetings and the fact that some of the funding to larger farms and landowners was enabling them to snap up the feeder/smaller farms for the ongoing rural farming sustainability. There is a need to be mindful of that going forward.
- 43 The Presiding Officer and WLGA Chief Executive noted that the contribution of some of the Members that had to leave has been reflected in the draft consultation response given the in-depth discussion at the WLGA Rural Forum meeting. It is a rare situation for so many Members to have leave the meeting having given declarations of interest. The WLGA will consider perhaps in future a presentation in a different setting, for the benefit of the wider Council.

44 Resolved that:

- 44.1 Members noted that contents of the report.**
- 44.2 Members are content with the changes proposed to strengthen the WLGA response.**

4c) UK Government Subsidy Control: Designing a new approach for the UK

- 45 Cllr Rob Stewart, WLGA Spokesperson for Economic Development, Europe and Energy introduced the report.
- 45 He noted Members will be aware that we are at the tail end of the EU programmes and in that respect the State Aid regime that is in place will continue until programmes cease. The UK Government is consulting on plans to put in legislation for all of the UK that will apply after that period. The Consultation response needs to be submitted by the 31st of March.
- 45 The new regime will be of relevance to all LAs, in areas like the type of Business Support Grants that LAs have been giving out during Covid, Levelling-Up Fund, Community Regeneration Fund and the Shared Prosperity Fund.
- 46 The key proposals in the document comply with other international commitments not to distort competition. Aid will be allowed if there are clear social, economic or environmental advantages and a value for money case can be made. The proposal is to have the equivalent of current de minimis

levels for State Aid rules, permitting up to £340,000 of grant to be given over three years. All public bodies will be required to publish awards above £500,000 and the system is essentially likely to be overseen by a body like the UK Competitions and Market Authority.

- 47 In terms of the WLGA response, the new regime must be at least as beneficial as the present arrangements and should not disadvantage Wales. There must be flexibility to enable local ambitions and priorities to be pursued. Any new reporting arrangements should be light-touch, responsibility of keeping track of aid received should lay with the businesses supported and not LAs. The response is asking for training to be provided to LA officers to understand the new regime. The response welcomes the consistency with previous de minimis arrangements. There is also a call for continued use of notified schemes.
- 48 The EU Regime included an assisted area map, identifying specific local areas where higher levels of subsidy could be provided due to socio-economic needs. The response suggests there should be a replacement UK regional aid map, to ensure future interventions continue to reflect the need across UK. Any such map should be co-designed with relevant devolved government and LG to assist with Levelling-up across the UK.

49 Resolved that:

- 49.1 Members noted contents of the report.**
- 49.2 Members are in agreement with recommendations to response.**

Item 5: WLGA Budget 2021-22 & Medium-Term Financial Plan

- 50 Dr Chris Llewelyn introduced the report given the absence of Cllr Anthony Hunt and the Director of Resources.
- 51 It was noted that the Draft WLGA Budget was discussed at the WLGA Executive Board in January and was approved and today comes to Members for ratification.
- 52 Noted that assumption for next year that the subscriptions will increase by 2% and the figure continues from next financial year within the medium-term plan, it is in line with lowest settlement increase that LAs get.
- 53 Going forward assuming 2% pay award for next year and subsequent years within medium-term financial plan, discussions are ongoing as we do not know what position will be.
- 54 The WLGA carry one vacancy a year, which is built into next year's budget and the medium-term financial plan.
- 55 In terms of premises expenditure, the assumption is an inflationary increase for next year, as Members will be aware the WLGA accommodation will

change, the lease on current accommodation is up in September. In the medium-term there will be savings.

- 56 Noted that the rest of the report goes into more detail on internal recharges, IT contracts and other service level agreements that the association has.
- 57 Recommendation is that WLGA Council approves the paper and proposed increase in subscriptions.

58 Resolved that:

58.1 Members note the content of the report.

58.2 Members approve the paper and proposed increase in subscriptions.

Item 6: WLGA Welsh Language Standards Report

- 59 The Head of Education introduced 2018-19 report. The report outlines the Welsh Language standards the WLGA as an organisation must comply with. The Welsh Language Standards that are relevant to WLGA are identified in four categories: Service Delivery, Policy Formation, Operational and Record keeping Standards. The report is relevant from 1st April 2018 to the end of March 2019.
- 60 Sharon notes that the report is similar to the previous year's report. One thing to note, if you look at responses to the basic skills in the report there are fewer members who have responded to the audit. It is important to note that the WLGA have not lost staff who are fluent in Welsh. The pandemic has happened and as we move forward there will be a need to push the Welsh Language in the association to move forward to the previous level of skills and to see if we can move staff to be more fluent in the language.
- 61 Cllr ap Gwynn noted that she did not see this report until it appeared here which is disappointing, as she is the Spokesperson.
- 62 Some Members wanted to draw attention to the level of staff who are fluent in Welsh. Members would ask the WLGA to look in more detail at appointments made, the WLGA are advertising in both languages, but need effort to increase the numbers of staff who are able to speak Welsh as some counties administrate through the medium of Welsh more than others and the contact with WLGA staff is important.
- 63 Dr Chris Llewelyn noted that the WLGA will arrange a meeting with Members to discuss ideas how the WLGA can resolve these Welsh Language problems.

64 Resolved that:

64.1 Members noted the contents of the report.

64.2 All Members are in agreement with report.

64.3 The WLGA to organise a meeting for Leaders to discuss how to progress issues.

Item 7: WLGA Pay Policy Statement

- 65 WLGA Senior Management Teams members left the meeting after declaring an interest.
- 66 Graham Jones, the WLGA's independent HR Adviser, introduced the report.
- 67 The statement proposes how the WLGA will take an approach to pay conditions for the next year in relation to all employees.
- 68 There are only three significant changes to the document. The WLGA has been accredited as a living wage employer, although the WLGA is a champion of social partnership, there were no formal agreements in place in relation to staff, there are now in place formal social partnership recognition and facilities agreements, Chief Digital Offer role hosted by the WLGA as a senior officer.
- 69 Cllr Philippa Marsden as WLGA Spokesperson on Workforce recommends supporting the document.

70 Resolved that:

- 70.1 Members noted contents of report.**
- 70.2 All Members are in agreement to support the document.**

Item 8: Closing Comments

- 71 The Presiding Officer noted that April 1st would mark the 25th Anniversary of the 22 unitary authorities in Wales coming into existence and of the WLGA. The full copy of the WLGA press release, issued 1st April, commemorating the event is below.
- 72 The Presiding Officer thanked the current Leader and past Leaders for their service and contribution on behalf of local government.
- 73 The Presiding Officer noted that given the past twelve months this is a time for recognition rather than celebration and acknowledge the contribution councils have made to communities, to the country, jobs created and saved, thousands of young people councils have educated and trained, the tens of thousands of the most vulnerable councils have cared for and housed and communities' councils have regenerated. The past year government and many in communities have turned to the councils and relied upon councils like never before.
- 74 The Presiding Officer noted that this is the last WLGA Council meeting before the Senedd elections. The next scheduled meeting of the WLGA Council would be the AGM on the 25th of June. He thanked all Members for their commitment and contributions during the past year and closed the meeting.

For reference - WLGA press release:

25 Mlwyddiant sefydlu'r 22 o awdurdodau lleol Cymru a Chymdeithas Llywodraeth Leol Cymru

Dydd Iau, 01 Ebrill 2021

Yn cyfarch Cyngor CLILC ar 25ain Mawrth, dywedodd y Cyngorydd Huw David (Penybont ar Ogwr), Llywydd CLILC:

"Mae hi'n 25 mlynedd yr wythnos hon ers sefydlu ein 22 o awdurdodau unedol a CLILC."

"Fel arfer, fe fydden ni wedi dathlu'r achlysur gyda rhyw fath o ddathliad. Ond ni fyddai hynny wedi bod yn briodol gan ein bod ni wedi nodi carreg filltir fwy lleddf a phwysicach, wrth nodi blwyddyn ers y clo cyntaf.

"Mewn cyfnod pan fo'n cymunedau a thrigolion ledled y wlaf mewn gwewyr o achos y pandemig, dyma amser i gydnabod yn hytrach na dathlu.

Rydyn ni'n cydnabod y cyfraniad hollbwysig mae cynghorau wedi ei wneud i'n cymunedau a'n gwlad."

"Y cannoedd ar filoedd o swyddi y mae cynghorau wedi eu creu neu eu harbed."

"Y cenedlaethau a'r cannoedd ar filoedd o bobl ifanc sydd wedi cael eu haddysgu a'u hyfforddi."

"Y degau o filoedd o bobl fregus yn ein cymdeithas sydd wedi derbyn gofal neu wedi eu cartrefi gan ein cynghorau."

"Y cymunedau ar hyd a lled Cymru sydd wedi cael eu hadfywio."

"Y cannoedd o wasanaethau sydd wedi cael eu darparu gan gynghorau i bawb yn ein cymdeithas - pob un diwrnod, pob un blwyddyn am chwarter canrif."

"Hyd yn oed yn bwysicach, rydyn ni'n cydnabod ac yn rhoi diolch i'r ased mwyaf sydd gan llywodraeth leol: ei phobl. Cynghorwyr ac, yn arbennig, ein sawl miloedd o weithwyr cydwybodol, penigamp sydd eleni wedi mynd uwchlaw a thu hwnt i'r galw ac wedi bod ar reng flaen yr ymateb i'r argyfwng."

"Fe wnaeth ein cynghorau ail-flaenoriaethu ac ail-strwythuro gwasanaethau, ac adleoli miloedd o staff dros nos. Bu i'n cynghorau barhau i ymateb wrth i'r pandemig waethygwr trwy'r gaeaf."

"Yn fwy nag erioed, mae'r llywodraeth a chymunedau wedi troi atom ac wedi dibynnu arnom ni. Heb ein gweithlu ardderchog, ni fyddai dim o hyn wedi bod yn bosib. Mae'n cynghorau wedi eu lleoli yn unigryw wrth galon ein cymunedau. Nhw yw'r porth cyntaf am gymorth i'r rhai mwyaf bregus neu'r rhai sydd angen cefnogaeth neu sicrwydd. Wrth ymateb i'r argyfwng, mae nhw wedi mwy nag arddangos gallu cynghorau i ymateb waeth beth fo eu maint, ac wedi atgyfnerthu safbwyt CLILC ar bwysigrwydd sybsidiaredd a lleoliaeth, gydag aelodau etholedig a'r gweithlu wedi eu gwreiddio yn eu cymunedau lleol."

"Wrth adlewyrchu ar 25 mlynedd o lywodraeth leol yng Nghymru, rydyn ni'n cydnabod ymroddiad ac arweiniad yr aelodau etholedig sydd wedi cynrychioli, gwasanaethu a chefnogi eu cymunedau trwy Gymru gyfan, a rydyn ni'n ymfalchïo ac yn talu teyrnged i'n gweithlu am eu tosturi, ymroddiad, proffesiynolrwydd, a'u gwasanaeth cyhoeddus yn enwedig yn ystod y 12 mis diwethaf - y cyfnod mwyaf heriol y mae'n cymunedau a'n gwlad wedi ei wynebu mewn cenedlaethau."

25 Year Anniversary of the establishment of Wales' 22 local authorities and the Welsh Local Government Association

Thursday, 01 April 2021

Addressing WLGA Council on 25th March, Councillor Huw David (Bridgend), WLGA Presiding Officer said:

"The 1st April 2021 marks the 25th anniversary of the establishment of our 22 unitary authorities and the WLGA."

"Ordinarily, we would have marked this occasion with some celebration. However, that would not be appropriate given we marked a sombre, more significant anniversary of the lockdown last week."

"At a time when communities and residents across our nation are still suffering due to the pandemic, now is a time for recognition rather than celebration."

"We recognise the vital contribution councils have made to our communities and to our country."

"The hundreds of thousands of jobs councils have created or saved."

"The generations and hundreds of thousands of young people councils have educated and trained."

"The tens of thousands of the most vulnerable in our communities whom councils have cared for or have housed."

"The communities the length and breadth of Wales councils have regenerated."

"The several hundred services councils have provided to all in our society, every single day for each of those 25 years."

"Even more importantly, we recognise and give thanks to local government's greatest asset: its people. Councillors and, in particular, our many thousands of brilliant, hardworking staff who this year have gone above and beyond the call of duty and have been on the front line of the COVID response."

"Our councils reprioritised, restructured services and redeployed thousands of staff overnight. Councils have continued to react and respond as the pandemic worsened through the winter."

"Like never before, the government and our communities have turned to us and relied on us. Without our incredible workforce, none of this would have been possible. Our councils are uniquely placed at the heart of our communities. They are the first port of call for the most vulnerable or those in need of support or assurance. In responding to the crisis, they have amply demonstrated councils' ability to respond irrespective of scale and reaffirmed the WLGA's stance on the importance of subsidiarity and localism, with elected members and the workforce rooted in local communities."

"As we reflect on the past 25 years of Welsh local government, we recognise the commitment and leadership of the elected members who have represented, served and supported their communities across Wales and we are proud of and pay tribute to our workforce, for their compassion, dedication, professionalism and public service particularly during the past 12 months, the most challenging period our communities and country has faced in generations."

2.2 WLGA Audit Committee

Draft Minutes 15th April 2021

via MS Teams 10:00am – 11:30am



Chair: Cllr Linda Evans (Carmarthenshire)

Present: Cllr Christopher Weaver (Cardiff)
Cllr Carol Clement-Williams (Neath Port Talbot)

WLGA Officers: Dr Chris Llewelyn, Chief Executive
Jon Rae, Director of Resources
Daniel Hurford, Head of Policy
Naomi Alleyne, Director of Social Services & Housing
Lee Pitt, Democratic Services Officer
Gaynor Williams, Finance Officer
Martin Edwards, Finance Lead, Data Cymru
Elizabeth Jones, Finance Assistant, Data Cymru
Janet Davies, Administrative Support Officer (Minute Taker)

Others Present: Mr Harri Lloyd Davies, Bevan and Buckland LLP

Apologies: Cllr Rosemarie Harris (Powys)
Cllr Julian Thompson-Hill (Denbighshire)
Cllr Maureen Webber (Rhondda Cynon Taf)

Item 1 Welcome and Apologies for Absence

1. The Chair, Councillor Linda Evans, welcomed everyone to the meeting of the WLGA Audit Committee and noted apologies as above.
2. Jon Rae suggested considering membership of the committee to ensure there is a quorum of members for each meeting. the suggestion is to review the constitution and possibly have other members on standby, the constitution allows people to step in and deputise providing they are from the same political party.

Item 2 Minutes of the Audit Committee Meeting 8th October 2020 and Matters Arising

3. Members reviewed the draft minutes of the WLGA Audit Committee meeting held 8th October 2020.

4. Resolved that:

4.1 The minutes of the WLGA Audit Committee, held 8th October 2020, were approved.

Item 3 WLGA External Audit Plan and Interim Audit Report

5. Harri Lloyd Davies, Bevan Buckland LLP, introduced the item and explained its purpose is to update members on the external auditor's proposed audit plan for the audit of the Welsh Local Government Association for the year ending 31 March 2021.
6. He noted three potential areas of significant risk this year:
 - Revenue recognition (including inappropriate recognition of receipts received in an agency capacity)
 - Management override of controls – manipulation of accounts to make them look better than they are.
 - Insufficient recognition of dilapidation provision - in relation to the move from Local Government House
7. Additional areas of audit focus were also highlighted and will be monitored:
 - The impact of the Covid-19 pandemic and the resulting restrictions on Going Concern
 - Recognition and disclosure of the pension liability and associated movements during the year
 - Recognition & recoverability of grant debtors
8. Harri explained the process and said Chris, as the WLGA Chief Executive and Jon as its Financial Officer, will make sure information provided is accurate and then the Auditors will give assurance to the Audit Committee that it has been done effectively. It was reported that the Interim Audit has already taken place and findings are also set out in Annex 1. The Final Audit will commence 28 June. Any changes will be reflected in the next report.
9. The Chair asked about the impact of the pandemic and potential impacts on the association. Harri reported he was confident the work would be completed and there were no areas of concerns. A concern would be a reduction in funding to the Association, which currently does not appear likely.
10. **Action: Interim Audit report to be shared with the Audit Committee.**

11. Resolved that:

11.1 Members discussed and agreed the Audit Plan and Interim Report.

Item 4 Accommodation Review Update – CONFIDENTIAL

12. Following the presentation of the report by the Director of Resources containing exempt information as defined in Paragraph 20.6.3 of the [WLGA Constitution](#) which is based on Paragraph 14 of Part 4 of Schedule 12A of the Local Government Act, 1972 (as amended), namely information relating to the financial affairs of any particular person (including the authority holding that information) it was:

13. Resolved that

13.1 Members noted the update.

Item 5 Review of Internal Finance Controls

14. Gaynor Williams introduced the report and explained work had been delayed due to the pandemic. Questionnaires have been issued to over 40 members of staff, not all have been returned yet, but the ones that have been analysed are very positive.

15. Resolved that:

15.1 Members noted the progress on the Review of Internal Finance Controls.

15.2 An updated report be presented to the Audit Committee in October 2021.

Item 6 Review of the WLGA Strategic Risk Register

16. Jon presented the updated WLGA Strategic Risk Register for consideration by members. He talked through each strategic risk and drew attention to the areas highlighted red in the annex. He noted all risks are considered by the Senior Management Team every quarter.

17. Jon reported that since the last meeting of the Committee, the impact of covid continues to shape the risk environment. However, a lot of effort has gone into the risk mitigations around engagement with Welsh Government, communications with elected members and WLGA staff, and our approach to business continuity. The

planning and arrangements in support of the moving of WLGA's office base is a risk which will be closely monitored and managed over the forthcoming period.

18. Daniel Hurford talked about effective governance and stated that this is a risk for all local authorities and organisations. He noted that in the new virtual world technology is vital. Currently Microsoft Teams does not allow for simultaneous translation in meetings which is of concern in the WLGA would wish to allow members to communicate in the language of their choice (in compliance with Welsh Language Standards). He also noted that the 'new normal' could impact on the association in relation to democratic arrangements, meeting structures, technology, meeting support and the constitution.

19. The Chair agreed how important it is for those attending meetings, to be able to speak in their language of choice.

20. Jon confirmed the meaning of I L O.

- I – IMPACT
- L – LIKELIHOOD
- O – OUTCOME SCORE

21. Chris noted that we have come a long way in the last 12 months in relation to remote working, but more needs to be done in the coming months. Until Teams support interpretation, the Association will use Teams and Zoom in parallel, to comply with Welsh Standards. It was confirmed that the Welsh Government and Welsh Language Commissioner have written on behalf of bodies in Wales to Microsoft and there has also been a petition. It was reported that the situation with Teams is an international issue.

22. Chris reported that the biggest and continued risk for the Association, is keeping the 22 councils in full membership and the effort and work that goes into that cannot be underestimated. Negotiating the settlement is also key as inevitably there are authorities who come bottom of the table and thus feel hard done by. He also noted the difficulty in balancing the need to review and identify risks and with it becoming too 'routine' and things can be missed.

23. Cllr Clement-Williams raised whether there is a process for staff to have risk put on the risk register and if they are and the request is refused, if there is a subsequent appeals process?

24. Chris and Jon confirmed that no reasonable request would be refused, and that staff are probably not aware they can do this, but regular all staff meetings are held every 3 weeks where staff are encouraged to raise any issue they have.

25. Cllr Clement-Williams suggested to make staff more aware of this, to maybe put 'risk' on agendas when having team meetings or maybe suggestion boxes. Jon noted the points raised and said they would be taken on board.

26. The Chair asked how the Business Continuity plan was being used and Jon confirmed that Graham Jones, the WLGA HR adviser, is using it to make assessments and has proved that it works as we are all working very well outside the office environment.

27. Resolved that:

27.1 Members noted and commented on the contents of the Strategic Risk Register and requested a further update at the 7 October 2021 Audit Committee meeting.

Item 7 Audit Committee Work Programme

28. Jon introduced the work programme and explained it had evolved since the committee's inception to include cyclical financial, risk and performance reporting but also to review specific areas focussing on key risk areas for the Association.

29. He noted that the proposals for the future work programme encompass the cyclical work but allows scope for specific, broader reviews are attached at Annex 1. The shaded items are 'out of sync' or delayed with their traditional cycle and need to be brought back in line by next April.

30. He reported that the forward work programme had been interrupted by the pandemic and explained the three highlighted areas in the Annex are out of kilter to what they should be, Jon confirmed the report would be presented at the October meeting.

31. Resolved that:

31.1 Members agreed the proposed work programme.

Item 8 Approach to Annual Report (Oral Item)

32. Jon noted that this year would be a short municipal year and the Audit Committee Annual report that will be taken to the WLGA AGM in June will mention that there have been no Treasury Management or Data Protection reports but they were considered at the Audit Committee meeting in October 2020.

34. Action: Draft Audit Committee Annual Report to be circulated to Audit Committee members for approval in advance of its presentation to the Council AGM in June.

35. The Chair thanked everyone for their attendance and contributions to the meeting and asked that members please have alternatives from their political group on standby should they be unavailable to attend a meeting of the committee.

36. Date of next meeting – 7th October 2021

2.3 WLGA Management Sub-Committee

Draft Minutes Friday 23rd April 2021

10:00 to 11:30 via Zoom



Present:

CLILC • WLGA

Chair: WLGA Deputy Presiding Officer, Cllr J Mudd (Newport)

Cllr H David (Bridgend), WLGA Presiding Officer

Cllr Andrew Morgan (Rhondda Cynon Taf)

Cllr Philippa Marsden (Caerphilly)

Cllr H Evans OBE (Denbighshire)

Cllr Peter Fox OBE (Monmouthshire)

Cllr E Dole (Carmarthenshire)

Cllr R Quant MBE (Ceredigion)

Cllr Huw Thomas (Cardiff)

Apologies for Absence:

Cllr R Stewart (Swansea)

Cllr D Siencyn (Gwynedd)

Cllr Ian Roberts (Flintshire)

Cllr S Rowlands (Conwy)

WLGA Officers in Attendance:

Dr Chris Llewelyn, Chief Executive

Andrew Stephens, Executive Director, Data Cymru

Naomi Alleyne, Director of Social Services & Housing

Jon Rae, Director of Resources

Daniel Hurford, Head of Policy Improvement & Governance

Richard Dooner,

Lee Pitt, Democratic Services Officer

Item 1. Welcome and apologies for absence

1. The Presiding Officer had difficulty joining the meeting and the Deputy Presiding Officer, Cllr Jane Mudd chaired the meeting.
2. Apologies for absence were accepted and recorded as above.
3. The Chief Executive reported that both Cllr Stewart and Cllr Roberts, although absent from the meeting, had approved the Accommodation paper recommendations.

Item 2. WLGA's Future Accommodation Arrangements
CONFIDENTIAL

4. Following the presentation of the report by the Director of Resources containing exempt information as defined in Paragraph 20.6.3 of the [WLGA Constitution](#) which is based on Paragraph 14 of Part 4 of Schedule 12A of the Local Government Act, 1972 (as amended), namely information relating to the financial affairs of any particular person (including the authority holding that information) it was:

5. **Resolved that**

- 5.1 Members noted the progress on arrangements for acquiring and moving to new accommodation space at One Canal Parade; and**
- 5.2 Members approved the draft Agreement for Lease.**

Item 3. Draft WLGA HR Policies: **CONFIDENTIAL**

6. Following the presentation of the report by Graham Jones, the WLGA's Independent HR Adviser, containing exempt information as defined in Paragraph 20.6.4 of the [WLGA Constitution](#) which is based on Paragraph 14 of Part 4 of Schedule 12A of the Local Government Act, 1972 (as amended), namely information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the Association or its Member Authorities or a Minister of the Crown and employees of, or office holders under, the Association; it was:

7. **Resolved that**

- 7.1 Members approved the WLGA Early Retirement / Severance Scheme as set out.**
- 7.2 Members approves the WLGA Flexible Retirement Policy and Procedure as set out.**
- 7.3 Members approved the WLGA LGPS Employer's Discretionary Decisions Policy Statement as set out.**

Item 4. WLGA Consultation Response to Social Partnership and Public Procurement (Wales) Bill

8. Cllr Marsden introduced the report seeking approval for the proposed WLGA response to the consultation on the Social Partnership & Public Procurement (Wales) Bill. The bill seeks to strengthen and promote consistency in the Welsh system of social partnership, to deliver fair work outcomes, and to ensure socially responsible public procurement.
9. Cllr Marsden noted the WLGA response to the questions laid out are fair and that the proposed Bill was positive but could go further in terms of procurement. She asked that a cover letter and summary accompany the response, in addition, to the answering the questions asked would be more appropriate.
10. Jon confirmed that would happen and that comments were still be received from professional colleagues and networks in local authorities would be incorporated. He noted there was board support but some issue, for example 'what is fair work?' He noted that Bill looks like enabling legislation and more detail will come after in regulations and guidance.
11. Chris reported that about a year ago the Executive Board took the decision to support social partnership and that this is a flagship piece of legislation for the Welsh Government. Throughout the pandemic the Leader has joined the Shadow Social Partnership Council on behalf of the WLGA and Cllr Marsden has chaired the Schools Social Partnership Forum which has played a pivotal role between local authorities and teaching unions in managing the return to school after the various lockdowns. He noted that social partnership delivers better services and outcomes for service users who are able to input more effectively and those delivering services should be partners in decision being made. The WLGA has been a member of the WLGA Workforce Partnership Council for many years. The Bill takes the approach a step further. Leaders agreed last year in principle to support the Bill, but the detail will be important.
12. Cllr Marsden noted that the last year has demonstrated that all partners need to be around the table and the Bill will allow local authorities to exert their influence further.
13. Graham noted that the WLGA has been a long-standing advocate of social partnership and welcome it as a start of a long journey.
14. Richard Dooner, Programme Manager WLGA, noted that at first glance a lot of what is proposed is already with local authorities' policies but acknowledge the detail was yet to be seen. He also mentioned the inter relation between

policies such as the Future Generations Act and Social Services & Wellbeing ACT and queries remain.

15. Chris confirmed that a cover letter would routinely accompany all WLGA consultations but will highlight the success of the last twelve months reflecting the long track record of local government and the WLGA working in social partnership. The Leader being member Shadow Social Partnership Council on behalf of the WLGA and Cllr Marsden's role chairing the Schools Social Partnership Forum and the important contribution they have made to the Covid response. Along with the work of local government generally during this time – including the provision of face coverings in schools and the wider procurement work with NHS Shared Services.
16. Resolved that:

16.1 Members noted the report and agreed to submit a cover letter

11:30 The Deputy Presiding officer closed the meeting.